**CREDIT CARD CHECK OUT FORM / POLICY**

1. Credit Card use must follow all guidelines set out in the administrative code.
2. All charges made to a County Credit Card ***SHALL*** be accompanied by a ***DETAILED*** receipt. Detailed receipt must then be attached to a purchase voucher. Purchase voucher must be completely filled out. Any charge made to the County Credit Card without detailed receipt and purchase voucher will be considered a violation of County Credit Card Policy.
3. Credit Card receipts must be turned into Treasurer’s Office when Card is returned. Credit Card should be returned as soon as possible after purchase and within the same business day. If overnight travel occurs then receipts are to be turned in next business day when you return from travel.
4. If receipt is not turned in then employee will be responsible to reimburse County for charge(s). Employee will not be allowed to use County Credit Card in the future. Employee may make purchase with their money and can request reimbursement.
5. When traveling to training or conference a Travel and Expense voucher must be used. You may attach all receipts to one voucher per trip.
6. Failure to follow these guidelines will result in the loss of the privilege to use County Credit Card.
7. Fraudulent use of a County Credit Card is terms for immediate dismissal.
8. Commonsense Rule applies when using a County Credit Card

***BY signing this form I understand the policies for Credit Card use as stated above.***

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CIRCLE ONE BELOW\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHECKED IN BY DATED RECEIPT TURNED IN**

**Or**

**CARD WAS NOT USED**