

## **Erath County Credit Card Policy**

(Revised November 2019)

### **Policy Brief & Purpose**

Erath County may provide certain Officials and Employees with credit cards that can be used for business-related expenses.

Use of these cards allows Erath County to provide a cost effective, convenient and streamlined method of paying for business travel and related expenses and for making purchases from vendors whom the County does not maintain regular charge accounts.

Purchase orders are still required when using the credit card for any purchase. If an absolute dollar amount is not known when obtaining a purchase order in advance of the purchase, a good estimate is acceptable. Credit cards should not be used to replace planning.

We want to make sure that Officials and Employees who hold county credit cards will use them properly and will know their limitations and responsibilities.

This policy sets out the acceptable and unacceptable uses of the credit cards. Use of County-issued credit cards is a privilege, which the county may withdraw in the event of serious or repeated abuse.

### **Policy Regarding Use of County-Issued Credit Cards**

Credit cards are issued in the name of the Cardholder and Erath County. The cards are administered through the County Auditor's Office.

Credit cards must be used for business purposes only and in conjunction with the employee's job duties.

Officials and Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than the County) with their own funds or personal credit cards, never with a County credit card.

### **Receipts**

Any time a purchase is made using the credit card, whether over the counter, over the internet or by telephone **a detailed itemized receipt shall be obtained** by the Cardholder as proof of purchase. The document will be used to reconcile purchases shown on the Cardholder's monthly statement. Summary receipts are not acceptable in any circumstance, including receipts for meals.

### **Lost or Stolen Card**

Should the Cardholder lose or have their credit card stolen, it is the responsibility of the Cardholder to immediately notify the County Auditor.

### **Responsibilities**

#### **Auditor**

The Auditor will:

Establish procedures and forms for implementing and monitoring a credit card purchasing program through a financial provider

Issue, cancel and modify cards as necessary

Review, reconcile and process credit card statements for payment

#### **Cardholder**

The Cardholder will:

Be responsible for the safekeeping of the credit card at all times – The card may be kept by the Cardholder or kept in the Auditor's Office and checked out when needed

Turn in itemized receipts as soon as possible after making any purchases with the card. A fully itemized travel expense voucher is required upon completion of travel

Report lost or stolen credit cards immediately to the credit card agency and the Auditor

Return the credit card to the Auditor immediately upon separation from the county

Sign a Credit Card User Agreement (attached) upon issuance of

#### **Accidental Use**

In the event of accidental use of a County credit card, the Cardholder will immediately notify the Auditor of the incident. The Cardholder will reimburse the County within five (5) business days of the accidental use.

**Unauthorized and / or Inappropriate Card Use**

The credit card **may not be** used for the following:

Alcoholic beverages

Cash advances

Personal expenses

Purchases from vendors where the County has existing credit terms

