

Credit Card Issuance Policy

#F10-01

Date of Adoption: June 9, 2010

Date of Amendments: 11/10; 3/11, 01/12

Original Policy Adopted: Credit Card Policy/Sheriff/Equalization - July, 2005

Amendments: Printing & Purchasing (7/05); Admin Office (4/08); Airport (11/08); County Clerk (11/09);

Revoked in its Entirety: June 9, 2010

The following Credit Card Issuance Policy supersedes any other credit card issuance policy, and/or any amendments to that policy, previously adopted by the Lenawee County Board of Commissioners.

WHEREAS, Public Act 266 of 1995 authorizes the use of credit cards by local units of government for appropriate expenses and requires that the local unit adopt by resolution, a written policy governing credit card usage, and

WHEREAS, The following terms and conditions shall apply for County issued credit cards:

- a) The Department Heads are responsible for the issuance, accounting, monitoring and retrieval and general compliance oversight of the credit card policy.
- b) Any credit cards issued may only be used by an officer or employee for the purchase of goods or services for official County business.
- c) Officers or employees using the County issued credit card must submit documentation detailing the goods or services purchased, cost, date of the purchase, and the official business.
- d) The officer or employee issued the credit card is responsible for its protection and custody and shall immediately notify the appropriate officials if the card is lost or stolen.
- e) The officer or employee must immediately surrender the card upon termination.
- f) Credit card invoices must be approved by the elected official or department head prior to payment.
- g) Credit card charges will be reviewed by the Accounts Payable Committee at its regularly scheduled meeting, and

WHEREAS, A system of internal controls is in place that allows for monitoring the use of the credit card(s), and

WHEREAS, The County shall comply with the provision of the credit card policy that states that the balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than sixty (60) days of the initial statement date, and

WHEREAS, The total combined authorized credit limit of all credit cards issued by the County shall not exceed 5% of the total budget of the County for the current fiscal year, and

WHEREAS, This policy provides for appropriate disciplinary measures up to and including discharge consistent with law for any unauthorized use of the credit card(s), and

WHEREAS, This credit card policy restricts the issuance of credit cards to the departments listed below and that approval of any other County departments to be issued credit cards will require the adoption of a revised resolution by the County Board of Commissioners.

Sheriff's Department (*25 cards total; 12 are store issued*)

Equalization Department (*1 card*)

County Administrator (*1 card*)

County Airport (*3 cards total; 2 are store issued*)

County Clerk (*3 cards*)

Drain Commission (*3 store issued cards*)

Information Technology (*2 cards total; 1 is store issued*)

Maurice Spears Campus (*7 cards total, 5 store issued cards*)

MSU Extension (*3 store issued cards*)

Maintenance Department (*3 store issued cards*)

Printing and Purchasing Department (*3 cards total; 2 are store issued*)

Prosecuting Attorney's Office (*1 card*)