

**Yellow Medicine County Board of Commissioners
Policy Manual**

Policy Statement

TITLE:	CODE
Credit Card Policy	502

REFERENCE

M.S. 375.171 and M.S. 471.38

PERSONNEL RESPONSIBLE

All County Employees and Elected Officials

EFFECTIVE

01-27-04

POLICY:

502.100 – General – Use of County credit cards if permitted. Each Department will maintain control of its own cards. County employees and elected officials may use County credit cards for legitimate County purchases only.

502.200 - Typical Uses - Typically, credit cards are for securing and paying for travel expenses, acquiring supplies/services from occasional vendors with whom the County does not maintain an open account, and for telephone/Internet purchases

502.300–Restrictions - The use of credits cards is restricted for purchases on behalf of the County. Users are personally liable, and subject to disciplinary action, for unauthorized purchases. Personal use of County credit cards is not permitted under any circumstance. Purchases made over \$300 require the approval of the applicable Department Head or the County Administrator.

502.400 - Protocol

- Cards will be assigned by Department. Department Heads are responsible for assigning a caretaker for the card(s).
- When a purchase using the credit card is planned, obtain the card from the designated caretaker
- Use the card in the customary manner.
- Return the credit card to the caretaker of the card. Return all itemized paper receipts to the proper person upon return to the office. Insure that all itemized paper receipts

- contain sufficient detail to indicate what the purchase was for.
• Credit card receipts and/or packing slips must be submitted to the Auditor/Treasurer as soon as possible to assure payment and avoid penalties and/or interest charges.

502.500 – Payment - Credit card invoices will be paid monthly in accordance with the customary process used in paying administrative bills.

502.600 – Payment Date – Department heads are responsible for establishing payment dates that ensure timely payments without incurring any finance charges.

AUTHORED BY: County Administrator
DATE: 12-19-03

APPROVED BY: County Board
DATE: 01-27-04