

# CREDIT CARD USAGE POLICY

## 1: POLICY

Statement of Policy: The Cass County Board of Commissioners authorizes the County Administrator and the Finance Director to conduct, facilitate and otherwise authorize certain financial transactions through credit cards to enhance or improve the efficiency of County Services and operations, as allowable by law.

## 2: AUTHORITY

Public Act 156 of 1851 [MCL 46.11 (m)] provides that the Board rules and regulations in reference to managing the interests and business of the County and Public Act 266 of 1995 [MCL 129.242 (1) et. seq.] requires that the Cass County Board of Commissioners authorize, by Resolution, a credit card policy in conjunction with "Credit Card" Agreements (s).

On April 9, 1996, Cass County Board of Commissioners adopted a Resolution authorizing the use of County credit cards so selected County Officers and employees established a credit card policy.

## 3: PROCEDURES

### Credit Card Oversight

The Treasurer shall house in the safe and be responsible for the Credit Card Agreements with card issuing entities, and together with the County Administrator, shall be responsible for overseeing compliance with the Credit Card Agreements and this Policy. The Sheriff will also hold and maintain responsibility for a County credit card.

### Use of Forms

A requesting Department shall use the form provided by the Treasurer attaching confirmation and/or supporting documentation to the Treasurer to receive the approvals necessary to use the credit card for the requested financial transactions. The Treasurer shall facilitate, conduct or otherwise authorize in writing requests to use the County credit card for certain approved financial transactions.

### Use of Credit Card

The credit card may only be used for the purchase of goods and services for use in conducting the official business of Cass County.

User of the credit card must submit documentation of what goods and services were purchased, the cost, the date of the purchase and the official business for which purchased.

The officer or employee authorized to use the credit card is responsible for credit card protection, custody and must report lost or stolen cards immediately upon discovery.

The Treasurer shall hold the County credit card. The officer or employee is to return and sign the credit card back into the County at the Treasurer's Office promptly.

### Credit Card Payments

The Treasurer, or his/her designee, shall be responsible for payment approval, accounting, and reporting concerning credit cards

The Finance Director, or his/her designee, shall review and approve all credit card invoices prior to payment.

**Implementation Requirements**

Every effort shall be made to pay credit card statements timely so as to avoid interest and late charges.

Anyone who violates this policy or state statute shall immediately lose their credit card privileges and shall be disciplined, up to and including discharge, as well as making full restitution to the County for any improper or disallowed purchases.

The total combined credit card limit of both credit cards shall not exceed \$10,000.

An officer or employee desiring to remove the credit card from the vault for use of an authorized transaction shall sign the credit card out using the provided form in the Treasurer's Office.

Before the usage of the credit card all purchases must have properly budgeted funds available in the current budget year.

**Exceptions :** None applicable

**Implementation Authority**

Upon adoption of this Statement of Policy the Cass County Board of Commissioners delegates to the Treasurer the management responsibility for the Credit Card program in accordance with all applicable State statutes and this policy.

**Adopted: April 9, 1996**

**Amended: Unknown**

**Amended: June 18, 2020**