



Clear Hills County

Effective Date: September 28, 2010

Policy Number: **1220**

Title: **CREDIT CARDS**

1. Policy Statement

1.1.1. Clear Hills County shall provide guidelines for the issuance of County Credit Cards.

2. Expenditure Limits

2.1.1. The maximum limit for any credit card shall be \$5,000.00

2.1.2. Administration is authorized to make expenditures within the limits of the current County tendering and purchasing policy.

3. Cardholders

3.1.1. The following County employees are authorized to be issued a County card in their personal name:

3.1.2. Chief Administrative Officer

3.1.3. Managers

3.1.4. Executive Assistant

4. Responsibilities of Card holders

4.1.1. Cardholder must sign an agreement with the County that includes the following conditions:

4.1.1.1. Employees may use the County card for expenditure that meets the expectations of the current tendering and purchasing policy.

4.1.2. Cardholders are solely responsible for all charges on their card and therefore cannot authorize the use of their card by another person.

4.1.3. Cardholders must provide original invoices to support all amounts on the credit card statement.

4.1.3.1. Failure to produce a receipt within 30 days will result in an automatic payroll deduction for the amount of the unsubstantiated charge.

4.1.4. Every attempt should be made by Cardholders to ensure security and protection of the credit card.

5. End of Policy

ADOPTED

Resolution #C213(04/10/07)

Date: April 10, 2007

AMENDED

Resolution #C038-08

Date: January 22, 2008

AMENDED

Resolution #C212(04/22/08)

Date: April 22, 2008

AMENDED

Resolution #C731(09/08/09)

Date: September 8, 2009

AMENDED

Resolution #C693(09/28/10)

Date: September 28, 2010