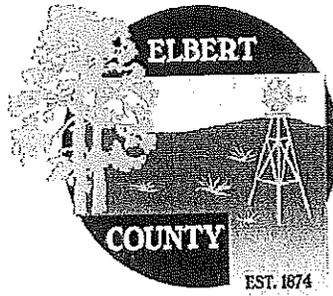


R548039

B757 P34



ELBERT COUNTY GOVERNMENT

COUNTY CREDIT CARD POLICIES AND PROCEDURES CARD HOLDER AGREEMENT

PURPOSE

To provide guidance to all Employees and Elected Officials who have been issued a County credit card as an alternate procurement method.

POLICY

General Information

The credit card program is designed as an additional procurement tool for individuals making purchases on behalf of the County for which the County is financially liable.

When using a county-issued purchasing card, the cardholder certifies that all purchases are within their spending authority and all purchases adhere to all County policies. Credit cards may be used to procure goods and/or services and pay for business-related travel expenses. Each credit card is issued to a named individual. Elbert County is clearly identified on the card as the buyer of the goods and/or services. All purchases are exempt from Colorado State and local sales tax.

The success of this program depends entirely upon the willingness and commitment of each individual cardholder to follow the policies and procedures established to govern the administration of this program. The level of trust inherent in this program requires that each cardholder be fully accountable for all purchases charged against the purchasing card and to take every precaution necessary to safeguard the card from unauthorized use.

Program Administrator

The Credit Card Program Administrator shall be the County Manager. The day-to-day administration of all credit cards will be conducted by the finance office. Any questions or issues with the credit cards should be directed to the finance office. The County Manager shall have all administrative authority over all County credit cards, including but not limited to the



authority to suspend any card holder, and to cancel any County credit card immediately and without notice in the event he discovers misuse of any County credit card, or any violation of the terms and conditions of this Policy and Card Holder Agreement by an employee or Elected Official.

The finance department should be contacted if any of the following situations occur:

- New card requests or changes to existing cards
- Questions regarding purchasing card policy and/or procedure
- Problems encountered with purchasing card use or merchant authorization
- Lost or stolen cards
- Cardholder transfer or termination

Eligible Cardholders and Card Request Information

All full and part time regular employees and elected officials are eligible to participate in the credit card program. Credit cards will be issued upon written authorization by the County Manager.

All card requests must specify the cardholder's name (as it should appear on the card).

All requests to make changes to a current credit card must be in writing.

Differences Between the County's Credit Card and a Personal Credit Card

The credit cardholder should be aware of the following differences:

Elbert County is responsible and liable for all charges made on a credit card. Unlike personal credit cards that have a limited liability if lost or stolen, the County is liable for all purchases made with a credit card until it is reported lost or stolen to the issuing bank.

There is no personal liability to the named cardholder unless the cardholder violates the terms of the card use set forth herein or as specified in the cardholder agreement.

All transactions charged to a purchasing card are billed directly to the County.

All credit cards should be treated with as much care as the cardholder would give to a personal credit card. All credit cards are County property and the cardholder is responsible for their security. All credit cards and related card information should be kept in a secure place; it is the responsibility of the cardholder to safeguard their card from inappropriate use by any other individual.

Cardholders should not knowingly use their credit card to make purchases for personal, family, or household purposes either for themselves or for others. If any such charges are inadvertently made, the cardholder must reimburse the County immediately.

Acceptable Uses

It is the responsibility of the cardholder to restrict the use of their credit card to legitimate and appropriate business-related purposes. The credit card should never be used to avoid or bypass the County's current purchasing limits.

Examples of purchases that would normally be considered appropriate uses of a County credit card include:

- Materials, supplies, equipment, and/or services required for normal and emergency operation of Elbert County business, while being subject to the annual contract awards
- Registration for conferences, conventions, seminars, and training
- Business-related transportation and lodging expenses

When placing a telephone, fax, or Internet order, always verify the availability of the item being charged, back orders should not be charged until they are available for shipment. Also, verify that the total cost, including freight, does not exceed the authorized transaction dollar limit and does not include Colorado State and local sales tax.

Unacceptable Uses

The following items are examples of purchases that would be considered an inappropriate and unacceptable use of a County credit card; however, this list is not considered to be all-inclusive:

- Personal items and/or services
- Alcoholic beverages or marijuana
- Gift cards
- Purchases over the cardholder's authorized transaction limit
- Circumventing the purchasing limits by dividing an order
- Cash advances, traveler's checks, and/or the use of an ATM
- Any merchandise, product, and/or service normally considered to be an inappropriate use of County funds and/or in violation of County policy.

In the event that it is suspected that an employee cardholder is using their credit card in an inappropriate manner, the County Manager may elect to notify the responsible Department Director or Elected Official and discuss the reason for suspicion. If the Department Director or Elected Official concurs that the card has been used in a manner that violates this policy, the said credit card will be canceled and any inappropriate charges will be immediately reimbursed by the cardholder. Unresolved disputes will be directed to the County Attorney. Inappropriate use of a County purchasing card may result in disciplinary action up to and including termination.

Tax Exemption

All transactions conducted within the State of Colorado are exempt from state and local sales tax. Please note that the County is not exempt from paying lodging taxes that might be incurred.

At the time of purchase the cardholder should advise the merchant that the purchase is for official County business and therefore is exempt from state and local sales tax. However, if the merchant insists on charging tax, the purchase may still be made but their refusal should be noted on the receipt.



Credit Card Use

Each cardholder account is set-up with certain controls in place that set limits on the dollar amount and types of goods and services that can be obtained. These limits will be determined by the County Manager. If a cardholder attempts to purchase goods or services that violate any of the control parameters placed on the card, the transaction will be declined before the sale is completed. If the card is presented to a merchant that is classified under one of the categories that has been restricted, the transaction will be automatically declined. If there is a question as to the reason why a transaction was declined, the finance office should be contacted for further information.

Purchases may be made by Internet, fax, mail, telephone, or in person. When placing an order via Internet, fax, mail, or telephone, request that the cardholder's name be noted on the shipping label to expedite delivery. A receipt should always be requested to be included with the order and the receipts retained for all purchases.

All receipts must be turned in after the statement has been reconciled with an explanation of all charges. If a charge cannot be backed up by a receipt the cardholder shall be placed liable for the transaction.

All transactions are public record and are subject to review by internal staff and external auditors for compliance with sound business practices, County policies and procedures, and any applicable laws and regulations.

Documentation and Lost Receipts

The cardholder is responsible for obtaining itemized receipts for all purchasing card transactions. In many cases, when placing orders by phone or fax, the packing slip may provide the itemization needed. When an itemized receipt is not available, supporting documentation must accompany the receipt. If a receipt is lost, a hand written and signed receipt should be provided. However, under certain circumstances, the cardholder may be required to reimburse the County for any expenses for which an original detailed receipt is not provided. The County Manager will determine if additional documentation is required.

Returns, Credits, and Disputes

If a problem is encountered with an item or service that has been purchased, the cardholder should take the steps outlined below to remedy the situation. The cardholder should always keep in mind that they only have sixty (60) days from the original transaction date to request assistance from the issuing bank regarding a dispute.

The cardholder should first try to resolve the problem with the supplier/merchant. In most cases, disputes can be resolved in this manner. If an item has been charged but has not been received, the cardholder should contact the merchant to verify the shipment date. If the item has been or will be shipped soon, it is recommended that the charge be approved at the time of the statement. If the charge is approved and the merchandise is not received by the next statement date, the cardholder should contact the finance department to resolve the issue.



Change in Employment Status

Upon termination of employment, whether for retirement, voluntary separation, resignation, dismissal, or at the end of the term in office for an Elected Official, the cardholder will surrender their card to the finance department or the County Manager. The card with the embossed name of the terminated employee will be immediately cancelled with the credit card vendor.

In the event of a transfer to another department/division, the cardholder, with written approval from the new Department Director or Elected Official to the County Manager, may continue to use the same purchasing card. The cardholder may be asked to surrender their card at any time deemed necessary by the County Manager, Department Director or Elected Official.

Lost or Stolen Cards

If a purchasing card is lost, stolen, or temporarily misplaced, it is the responsibility of the cardholder to immediately contact the finance department. Issuance of the replacement card may take up to ten (10) business days; the cardholder will be contacted when the new card arrives. Prompt notification of lost or stolen cards is urged as it will help protect the County from fraudulent purchasing card use.

Credit Card Issuance Agreement

In signing this Credit Card Agreement, Card Holder signifies and acknowledges that he/she has been provided a copy of the Policies and Procedures governing the use of the Elbert County issued Credit Cards and has had an opportunity to review those policies and procedures. Card Holder agrees to all terms contained in the Policies and Procedures.

Signature of Card Holder _____

Date of Issuance _____

Card Holder Name _____

Card Holder Department _____

Credit Card Number Issued _____



RESERVATION OF AUTHORITY

The Board of County Commissioners reserves the right to alter, amend, add to or revoke all or part of these policies and procedures at any time.

ADOPTED BY MOTION ON THE 14th DAY OF JANUARY, 2015.



ROBERT ROWLAND, CHAIRMAN AYE

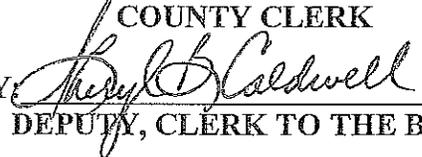


KELLY DORE, AYE



LARRY ROSS, AYE

ATTEST: DALLAS SCHROEDER
COUNTY CLERK

BY: 

DEPUTY, CLERK TO THE BOARD