

RESOLUTION NO 8-2013

A RESOLUTION ADOPTING A POLICY ON THE ACQUISITION
AND USE OF CREDIT CARDS FOR COUNTY BUSINESS

WHEREAS, the Board of Commissioners is responsible to the citizens of Central Montana for the overall financial management of Fergus County; and as part of this responsibility, the Board has an obligation to oversee the expenditure of public funds; and

WHEREAS, the Board has received input from the Department Heads of Fergus County about the acquisition and use of public credit cards by Fergus County offices and employees, for purchasing of goods or supplies on behalf of Fergus County, and a written policy has resulted; and

WHEREAS, the Board of Commissioners believes that the following policy regarding the acquisition and use of credit cards is in the best interests of Fergus County:

PROCEDURE FOR USE OF COUNTY CREDIT CARDS

1. All credit card applications will be made by the Commissioners or a person they designate, with a copy of the application provided to the Clerk and Recorder. The department head shall be responsible for the accounting and general oversight and compliance with this Credit Card Policy.
2. Department requests for new credit card issuance or changes to existing credit cards must be made in writing to the Commissioners with copy to the Clerk and Recorder. The request should include the following:
 - a. Reason for credit card
 - b. Dollar limit of the credit card (not to exceed \$5000.00, unless approved for single large purchases, with specific commissioner approval)
 - c. Time frame for which the credit card usage is needed, and
 - d. Estimated volume

3. Credit cards may be cancelled and/or removed from the department's possession at the discretion of the County Commissioners.

4. As with all charges, documentation detailing the goods and services purchased with County credit cards is required for all transactions. Adequate documentation may consist of, but not be limited to, original sales receipts, credit slips, etc. At no time shall the County approve payment of credit card invoices without adequate documentation. Fergus County's policy on purchases needing quotes or bids is to be followed.

5. County Credit Cards may be used to purchase lodging when on county business; fuel for county owned vehicles; emergency county vehicle repairs; purchase of supplies; and other necessary business related items. A county credit card may not be used for fuel for personal vehicles. A county credit card may not be used for purchases with businesses or companies with which the county has an existing account. County credit cards shall not be used for personal purchases or personal cash advances, or other category exclusions (i.e., alcoholic beverages, tobacco products, entertainment, fuel for personal vehicle, cash refunds for returned purchases, etc.) Misuse of a county credit card will be cause for disciplinary action, which could include termination from employment. Misuse could also lead to criminal prosecution. Any use of a county credit card shall be in accordance with any applicable personnel policy of Fergus County

6. Employees to whom credit cards are issued for County purchases shall be responsible for the protection and custody of the credit card. The employees to whom credit cards are issued shall immediately notify the financial institution and the Clerk and Recorder as soon as possible if the card is lost or stolen. Employees shall not knowingly post or otherwise make public available credit card data that could potentially result in fraud or unauthorized charges.

7. Credit cards are to be kept with the Department Head unless needed for official use.

8. Employees to whom credit cards are authorized for County purchases shall immediately surrender all County credit cards upon termination of employment or layoff from active work status.

9. All benefits derived from the use of credit cards shall become the property of Fergus County.

10. A County claim should be prepared to the credit card vendor with adequate documentation of all department's purchases or charges on the card attached to the claim form. The complete credit card statement with receipts and/or invoices shall be attached to the claim form. This may be done once a month. Department Heads are responsible for ensuring there is no interest charged on the credit card account; and claims must be submitted in the claims payment cycle to insure timely payment without the payment or accrual of interest.

11. This Policy may be changed at any time. The Board of Commissioners may determine the use of credit cards, or any specific credit card is not in the best interest of the county and may cancel any credit card.

NOW THEREFORE BE IT RESOLVED, that the foregoing policy on the use and acquisition of credit cards for county business is hereby adopted; and

BE IT FURTHER RESOLVED, that the Board's administrative assistant shall distribute a copy of this resolution to all Department Heads in Fergus County, and further that the Board's Administrative Assistant shall assist the Clerk and Recorder in implementation of this policy.

PASSED AND APPROVED this 25 day of April, 2013.

BOARD OF COUNTY COMMISSIONERS
Fergus County, Montana


SANDY YOUNGBAUER


KEN RONISH


CARL SEILSTAD

ATTEST:


RANA WICHMAN, Clerk & Recorder