



# *Antrim County*

## **Credit Card Policy**

Adopted March 2, 2023

### **Purpose:**

To establish a policy to define, authorize, and regulate the use of Antrim County credit cards. To establish procedures for utilizing a credit card for appropriate expenses while conducting official county business, and to assign the responsibility for protection, custody, and proper use of a credit card.

### **Policy:**

The Credit Card Supervisor, as appointed by the Board of Commissioners, is responsible for administering the Credit Card Program for the County. In the absence of such an appointment, the County Clerk will serve as the Credit Card Supervisor. Whenever possible, credit cards will be obtained through a local institution and will each have unique numbers. The Credit Card Supervisor will maintain a collection of unassigned cards for occasional use that must be checked out by a Department Head or Elected Official or authorized designee and returned after that use has been completed along with receipts. Credit Cards will be affixed with either Antrim County or the name of the Department/Office. The County Administrator will provide for the administration of this policy.

### **Procedures**

- 1) Card Users must be employees of the County and must have a signed acknowledgement form on record. Card Users must check-out card(s) from the Credit Card Supervisor.
- 2) Any Department Head or Elected Official seeking to be a Cardholder must submit an application to be authorized and issued a card by the Credit Card Supervisor.
- 3) Cardholder applicants must be employees of the County. Only one card may be assigned to a County Department/Office. Departments/Offices needing additional cards may check-out a card from Credit Card Supervisor collection or must have documented approval for permanent assignment. For purposes of this policy, each division of the Sheriff's Office will be considered separate departments.
- 4) Departments/Offices are responsible for submitting all receipts. Any Department/Office that does not provide valid receipts accounting for all transactions within two business days of use or return from a County related business trip may have their credit card privileges revoked.
- 5) To manage the inherent risk associated with credit card use, any misuse of credit cards will be reported to the Credit Card Supervisor. The Credit Card Supervisor may remove authorization for a Cardholder's credit card deemed unnecessary or duplicative. Removal or denial of Cardholder authorization may be appealed in writing to the County Administrator.

### Permissible Use

- 1) Use of county credit cards must comply with all other pertinent County policies, including but not limited to, the Purchasing and Bid Policy and the Budget Policy.
- 2) Credit cards will be used for the purchases of goods and services that are for the official Antrim County business and only when accounts payable invoice procedures are impractical or otherwise cannot be utilized.
- 3) Credit cards may not be used for cash advances, personal goods and services, entertainment, alcoholic beverages, cash refunds, or any purchases not related to County business. Credit cards may not be used in automatic subscription renewal or any pay services including but not limited to PayPal, Venmo, or Apple Pay. Credit cards may not be used for gasoline purchases unless prior authorization is given for special circumstances.
- 4) It is Card User's and Cardholder's responsibility to safeguard the Credit Card and Credit Card account numbers at all times. Cardholders must keep their Credit Cards in a secure location when not in use. Cardholders must not allow anyone outside of their Department/Office to use or access their assigned Credit Card and/or Credit Card account numbers.
- 5) Any employee that engages in an unauthorized or improper use of a County credit card may be subject to disciplinary measures, up to and including discharge, and may be subject to civil/criminal prosecution consistent with applicable laws. A Department Head that fails to report issues or take disciplinary measures will themselves be subject to disciplinary measures.

### Revocation & Re-Application Procedures

- 1) Departments/Offices that do not provide valid receipts accounting for all transactions and/or return borrowed card(s) within two (2) business days of use or return from a County related business trip may have their credit card privileges revoked by the Credit Card Supervisor. **Departments/Offices that fail to comply with this process two (2) or more times within a 12-month period will have their credit card privileges revoked.**
- 2) Once a Department/Office has had their credit card privileges revoked, they may check-out or re-apply for a credit card after a period not less than three (3) months. Any Department/Office who has had their credit card privileges revoked two (2) or more times may check-out or re-apply for a credit card after a period not less than 12 months.
- 3) An employee that violates this policy and its procedures may be subject to disciplinary measures, up to and including discharge by the administrator of this policy.

## **Credit Card Policy Acknowledgement**

I, the undersigned Antrim County employee, hereby do acknowledge that I have carefully read the Antrim County Credit Card Policy, and that I agree to subscribe to, honor and abide by its terms and conditions. I am fully aware that violation of Credit Card Policy and its procedures will result in discontinuance of credit card purchasing privileges for the cardholder, and may also result in discipline up to and including discharge; reimbursement to the County for unauthorized expenditures, including any interest charged on such purchases by the credit card company; and criminal prosecution.

Department / Office: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## **Credit Card Cardholder Application Form**

Reason(s) for request to be a Cardholder: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned Antrim County employee, hereby do acknowledge that I have carefully read the Antrim County Credit Card Policy, and that I agree to subscribe to, honor and abide by its terms and conditions. I am fully aware that violation of the Credit Card Policy and its procedures will result in discontinuance of credit card purchasing privileges for the cardholder, and may also result in discipline up to and including discharge; reimbursement to the County for unauthorized expenditures, including any interest charged on such purchases by the credit card company; and criminal prosecution.

Department / Office: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Credit Card Supervisor or  
County Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_