

CREDIT CARD ACCEPTANCE PROCEDURES & POLICY

Amended: June 20, 2019

Pursuant to Michigan Public Act 280 of 1995, as amended the Antrim County Board of Commissioners may authorize the acceptance of payment by financial transaction devices in designated county offices. Section 3 of the Act requires that the County Treasurer determine the types of financial transaction devices that may be accepted.

It is the responsibility of the County Board of Commissioners to establish the policy to accept credit cards within the county and to authorize the budget to cover the service fees. The contract with the credit card service center is authorized and signed by the County Board of Commissioners. Credit cards are a form of payment the same as checks or cash. Issues of standardization of the process, internal control, security, timelines and equipment are the concern of the County Treasurer. It is the responsibility of the County Treasurer and the staff of the County Treasurer to approve and supervise the implementation of credit card stations in a timely manner as possible to meet the needs of the department requesting this service. The County Treasurer or his/her designee is the county contact for the merchant credit card service provider.

Procedures to implement a department's acceptance of credit cards:

1. The department head sends a written request to the County Treasurer outlining the scope of the service desired.
2. The County Treasurer arranges a meeting with the department head requesting the service to cover the implementation, office policies and procedures for accepting credit cards.
3. The department head will make arrangements with the Finance Director for a budget adjustment if fees are being charged to the County.
4. Approval shall be in writing and specify the bills, goods or services for which payment by credit card is permitted.
5. The County Treasurer with the department head will make all necessary arrangements with the credit card vendor to establish a credit card station within the department.
6. Periodically, the County Treasurer may organize a user group meeting of county departments re review areas of mutual concern and to share ideas of general benefits.