

**Swift County Board of Commissioners  
Policy Manual**

## Policy Statement

**TITLE:** **CODE**  
**Credit Card Policy** **510**

### REFERENCE

M.S. 375.171 and M.S. 471.38

### PERSONNEL RESPONSIBLE

All County Employees and Elected Officials

### EFFECTIVE

4-1-02 (Updated 11-5-13 and 05-20-2014)

### POLICY:

**510.100 – General** – Use of County credit cards if permitted. Each Employee will maintain control of this credit card. County credit cards issued to employees and elected officials must be used for legitimate County purchases only. Issuance of a check is the preferred payment method. A credit card should be used only when payment by check is not feasible.

**510.200 – Typical Uses** –County credit cards should be used for securing and paying for travel expenses, acquiring supplies/services from occasional vendors with whom the County does not maintain an open account, and for telephone/Internet purchases. It is preferred that fuel purchases be made with one of the fuel/gas credit cards, when practical.

**510.300 – Controls** - The County Administrator has authority to approve or deny each County issued credit card request.

- County issued credit card account limits shall be as follows:

<b><u>Cardholder</u></b>	<b><u>Account Limit</u></b>
Board of Commissioners/Department Head/Administration	\$2,000.00
Employee	\$500.00

- Any deviation from the established accounts limits shall be submitted in writing by the Department Head outlining a specific reason(s) why the established limit is insufficient. Deviations must be approved by the County Board of Commissioners.

- All receipts must be obtained by the persons using the card and presented with their reconciliation of the bill to their Department head.
- It shall be the responsibility of the Department Head to notify the County Auditor's and County Administrator's office a lost card **Immediately**. The County Auditor's office will cancel the lost credit cards.
- The County Auditor shall maintain an inventory of County issued credit cards which shall be physically audited annually.
- The original credit card user agreement shall be kept in the County Auditor's office. The credit card vendor shall not be given access to personal credit records.
- Department heads must annually submit to the County Auditor a list of authorized cardholders in their department including for what type of use each cardholder is authorized.
- A background credit check on the applicant's personal credit history may be processed, as needed.
- County issued credit card shall have the County's name, employee/elected official's name and the expiration date. Upon issuance of the County provided credit card, the approved user shall personally sign a Credit Card Use Agreement upon receipt for their County issued credit card.

**510.400 – Restrictions** – The use of credits cards is restricted for purchases on behalf of the County. Unauthorized purchases would include:

- Items for personal use
- Any single transaction exceeding authorized limit
- Entertainment
- Cash Advances
- Medical and daycare expenses
- Alcoholic beverages
- Employee meals and gratuities
  - Meals for individuals receiving County services may be placed on a County credit card subject to the meal reimbursement rates set out in County Policy 201.110.
- Fuel for personal vehicle

Failure to comply with the above guideline for authorized purchases under the Swift County Credit Card Policy may result in disciplinary action, cancellation of your card privileges and possible termination of employment.

**510.500 – Protocol**

- The request for a County issued credit card will be made by the Department Head for use within his/her department (Exhibit A). Request will be then forwarded to Administrator's office, or if necessary the County Board of Commissioner, to receive approval. Once approved, the Department head shall be notified. The original request shall be maintained on file in the County Auditor's office.
- Employee will read and sign the Credit Card Use Agreement. (Exhibit B)
- Use the card in the customary manner.

- Forward all itemized paper receipts to the proper person upon return to the office. Insure that all itemized paper receipts contain sufficient detail to indicate each purchase. (Exhibit C)
- If it is determined that the credit card is not in the best interest of Swift County, the Board of Commissioners may discontinue credit card privileges.

**510.600 – Monthly Reconciliation** – The County Auditor shall be sent a monthly billing statement identifying purchases listed for each card holder.

- It is the personal responsibility of each card holder to submit the proper receipts along with the billing from the credit card company to the Auditor’s office in a timely manner (within 5 working days of Auditor’s request) for the purpose of paying the bill and to avoid service charges.
- Each Department Head shall review and sign for all charges listed from their department (Exhibit C –Monthly Credit Card Reconciliation Form). All original receipts for those charges must be attached. Receipts handed in must contain: date, name of establishment, itemized detail of items purchased. Cardholders are responsible to obtain a duplicate receipt from the vendor for any lost receipt.
- Charges with lost receipts or where no duplicate receipt is available will be immediately reimbursed to the County by the cardholder.
- It is the responsibility of the cardholder to resolve any disputes with a vendor.
- No fees or interest charged by a card company because of late payments due to untimely submission of record to the Auditor’s office shall be paid from county funds. The Department Head shall be personally responsible for those fees if they appear on the billing for their department.
- Any over-limit fee shall be the responsibility of the cardholder.

**510.700 – Lost or Stolen Cards** - Should any cardholder lose or have their County issued credit card stolen, it is their responsibility to immediately notify, within 24 hours, the credit card issuer and the County Auditor’s Office. Contact information of the credit card issuer will be provided to the cardholder upon request.

**510.800 – Cancellation** - The County Administrator reserves the right to cancel any individual cardholder at any time. The County Auditor (or as delegated to Deputy Auditors) is authorized to cancel individual cardholders due to resignation or termination of employment from Swift County.

**510.900 – Terminated Cardholders** - A credit card held by a terminating employee must be turned into the County Auditor’s Office prior to termination. If the card is not retrievable, the responsible department must notify the Auditor’s Office immediately.

**510.1000 – Violations of Policy** - Violations of this policy may result in the revocation of the authority to use a county issued credit card and/or discipline, up to and including, termination.

**AUTHORED BY:** Policy Committee  
**DATE:** 2-22-02  
**UPDATED:** 11-05-2013  
 05-07-2014

**APPROVED BY:** County Board  
**DATE:** 3-4-02  
**UPDATED:** 12-03-2013  
 05-20-2014