

**RESOLUTION #21-15  
CREDIT CARD POLICY  
P.A. 266 of 1995**

**WHEREAS, Public Act 266 of 1995 authorizes a county to be a party to a credit card arrangement if the county commission board has adopted by resolution a written policy governing the control and use of credit cards, and**

**WHEREAS, the Board of County Commissioners of Alpena County deems that it is in the best interest of the County to make certain County financial transactions by using a credit card as described in the Act, now**

**THEREFORE BE IT RESOLVED, that the following policy shall govern the use of County credit cards:**

- (a) The County Treasurer/Executive Manager/Board Secretary are responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the County's credit card policy.**
- (b) County credit cards may be used only by an officer or employee of the County for the purchase of goods or services for the official business of the County. The use of credit card is limited to the purchases listed on the attached sheet of department heads and credit limits for purchase of goods, services or approved travel expenses while on County business (excluding expenses incurred in operating a privately owned automobile) and gas, oil and other necessary expenses incurred in operating a County-owned vehicle.**
- (c) County officers and employees who use a County credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Commissioners Office with the chart of account number indicating the line item to which the transaction is to be charged and a signature of the department head.**
- (d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the County Treasurer/Executive Manager/Board Secretary shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.**
- (e) An officer or employee issued a credit card shall return the credit card to the County Treasurer/Executive Manager/Board Secretary upon termination of his or her employment or service with the County.**
- (f) The County Treasurer/Executive Manager/Board Secretary shall maintain a list of all credit cards owned by the County, along with the name of the officer or employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.**

**The County Treasurer/Executive Manager/Board Secretary shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to**

comply with this policy shall be reported to the Board of County Commissioners for Alpena County.

(g) The County Board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

(h) The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date.

(i) Officers and employees who use a County credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the County Board:

verbal counseling

written reprimand

suspension

termination

reimbursement to the County Commission for unauthorized expenditures.

(j) The total amount of outstanding charges on the account not exceed the total credit limit as listed on the attached sheet.

# LIST OF CREDIT CARDS TO BE DISTRIBUTED:

Elected Officials:

Bills to be directly mailed to their offices:

| Name on Card             | Total Credit Amount | Contact person                |
|--------------------------|---------------------|-------------------------------|
| County Clerk             | \$1,500             | Bonnie Friedrichs             |
| County Treasurer         | \$1,500             | Kim Ludlow                    |
| County Register of Deeds | \$1,500             | Catherine Murphy              |
| County Prosecutor        | \$1,500             | Cynthia Muszynski             |
| District Court           | \$1,500             | Thomas LaCross/Mary Muszynski |
| Probate Court            | \$1,500             | Thomas LaCross/Lynn Edmonds   |
| Sheriff (4 cards)        | \$10,000            | Steve Kieliszewski/Erik Smith |
|                          |                     |                               |

Appointed Officials:

Bills to be mailed to: Alpena County Commissioners, 720 W. Chisholm Street, Suite 7, Alpena

| Name on Card                     | Total Credit Amount | Contact person        |
|----------------------------------|---------------------|-----------------------|
| Equalization Department          | \$1,500             | Tammy Bates/Kim Elkie |
| Alpena County Regional Airport   | \$1,500             |                       |
| Veterans Department              | \$1,500             |                       |
| 911/Emergency Services (2 cards) | \$5,000             |                       |
| IT Department (2 cards)          | \$10,000            |                       |
| Maintenance Department (3 cards) | \$10,000            |                       |
| Parks Commission (2 cards)       | \$5,000             |                       |
| County Commissioners (3 cards)   | \$20,000            |                       |
| County Commissioners (802)       | \$1,000             |                       |
| County Commissioners (803)       | \$1,000             |                       |
| County Commissioners (804)       | \$500               |                       |
| County Commissioners (805)       | \$500               |                       |
|                                  |                     |                       |