

Excerpted from County of Alpena Procurement & Purchasing Policy, as amended 6/28/2022, and 6/13/2023

Credit Card Policy:

Purpose: To provide a policy for authorization and use of County credit cards per Public Act 266 of 1995.

Policy _The following policy shall govern the use of County Credit Cards:

The County Administrator through the Commissioners Office, in cooperation with the County Treasurer is responsible for issuing, accounting for, monitoring, retrieving, and generally overseeing compliance with the County of Alpena Procurement & Purchasing Policy – Credit Card Policy section.

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 a credit card is limited to the purchase of capital outlays, the payment of travel, meals and accommodation expense 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. Authorized individuals will need to fill out an application with the banking institution designated by the County; cards will be issued in the name of the individual and paid by the County upon proper submission and authorization.

County officers and employees who use a County credit card shall, as soon as possible and no later than the date required for payment, submit a signed copy of the vendor's credit card slip to their Department Head, who then submits a credit card reconciliation form and credit cards slips to the Commissioners' Office. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

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 Commissioners' Office shall be notified immediately. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

An officer or employee issued a credit card shall return the credit card to the Commissioners' Office upon termination of their employment or service with the County.

The County will also notify the banking institution to cancel the card once employment has ended.

The Commissioners' Office shall maintain a list of all positions/employees authorized to obtain a card,, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside their name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy. All accounts established will have fraud alerts established to notify both the cardholder and the Commissioner's Office.

The balance including interest due on an extension of credit under the credit card arrangement shall be paid for not more than 60 days after the initial statement date. Alpena County shall comply with this provision of the credit card policy.

The total combined authorized credit limit of all credit cards issued by Alpena County shall not exceed 5% of the total budget of Alpena County for the current fiscal year. Alpena County may include in its budget the authorization to pay the balance due on any credit cards including the annual fee and interest