



Alpena County Clerk's Office
Bonnie Friedrichs, Alpena County Clerk

6.8 Use of Employer Credit Cards -Current

All employees who use a credit card issued by Alpena County will adhere to the strictest guidelines of responsibility for the protection and proper use of that card.

Submit all sales receipts generated by use of the County credit card immediately to your Department Head for signature and line item. The County credit card may not be used for personal reasons. Use of the County credit card is restricted to approved business related expenses.

Immediately report lost or stolen County cards to your Department Head and the Commissioner's Office. Failure to follow this policy may result in disciplinary action up to and including discharge.

6.8 Use of Employer Credit Cards -New

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 purchases and credit limits for purchases 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 County-owned vehicle.

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 -signed and dated by the Department Head and with the general ledger account number written on to the Commissioner's Office. (elected officials are responsible for proper accounting of credit cards assigned to them and shall submit directly to the Clerk's Office for timely payment)

Upon termination of employment the Department Head (including elected officials) shall return the credit card to the County Treasurer/Executive Manager/Board Secretary.

Immediately report lost or stolen County cards to your Department Head and the Commissioner's Office. Failure to follow this policy may result in disciplinary action up to and including discharge.