

Alpena County Credit Card Rewards & Points Policy

Policy Title: Credit Card Rewards & Points Usage Policy

Effective Date: 10 June 2025

Approved By: Alpena County Board of Commissioners

Applies To: All Alpena County departments and employees issued or authorized to use County credit cards

1. Purpose

To ensure transparency, accountability, and responsible use of any rewards (including points and cash back) earned through the use of Alpena County-issued credit cards.

2. Policy Statement

All rewards, including points and cash back from credit card usage tied to County-issued credit cards, are the property of Alpena County. These benefits shall be used solely to support County operations, reduce costs, or benefit County-funded programs and services.

3. Scope

This policy will apply to:

- All Alpena County departments using credit cards.
- Employees authorized to use County credit cards.
- Any third party using a County-issued card on behalf of the County.

4. Guidelines for Use of Points

- Rewards earned may be applied to reduce future County expenses (e.g., credit card statements, travel, reimbursements for supplies).
- Redeeming points for personal use is strictly prohibited and may be grounds for disciplinary action, including termination or prosecution.
- Rewards shall be tracked by the Commissioner's Office and/or Treasurer's Office.

- Any redemption must be documented and approved by the County Administrator and/or Treasurer.

5. Reporting and Oversight

The Commissioners office shall maintain a log of all rewards earned and will have the sole discretion on how they will be used. A quarterly report will be submitted to the County Board of Commissioners summarizing credit card points usage and the status of any rewards. The County Treasurer shall audit the use of rewards annually.

6. Violations

Any misuse of rewards points will be treated as a misuse of County funds. Violators may face:

- Reimbursement to the County
- Disciplinary action, up to and including termination
- Legal action if applicable

7. Policy Review

This policy shall be reviewed annually and updated as needed to reflect changes in financial systems, legal requirements, or County practices.