

CREDIT CARD POLICY

FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS

All County Personnel who use a Franklin County credit card must abide by the following:

- Always obtain and maintain a receipt of your charges, with a complete breakdown of the items charged.
- You must submit signed receipts to the Clerk’s Finance Office with your statement. Your signature on the receipt will verify that the charges are approved legal expenditures, and your signature on the statement will verify that all receipts for each charge are attached and approved for payment.
- No personal charges are allowed. All charges must serve a public purpose.
- If the card is lost or stolen, you must contact the Clerk’s Finance Office immediately.

Adopted this _____ day of June, 2020.

Noah Lockley, Chairman

ATTEST:

Marcia M. Johnson, Clerk