

HUERFANO COUNTY

CREDIT CARD POLICY

SECTION 1: PURPOSE AND INTENT

The purpose of this policy is to standardize the issuance, accounting, monitoring, use, and retrieval of credit cards for Huerfano County. It is the further intent of this policy to establish and carry out the direction of the Board of County Commissioners.

SECTION 2: AUTHORIZED COUNTY CREDIT CARDS

The County Commissioners have authorized the issuance of credit cards to the following officials with the corresponding limits.

County Commissioners	\$4,000	IT/GIS Director	\$10,000
County Treasurer	\$4,000	Social Service Director	\$5,000
Sheriff	\$5,000	Emergency Services Manager	\$4,000
County Clerk & Recorder	\$4,000	Public Works Director	\$4,000
County Assessor	\$4,000	Finance Director	\$30,000
County Attorney	\$4,000	Noxious Weed Manager	\$4,000
County Coroner	\$4,000	Road and Bridge	\$10,000
BOCC Admin.	\$4,000	Parks & Rec Director	\$4,000

SECTION 3: USE OF COUNTY CREDIT CARDS

County credit cards may only be used for the purchase of goods and services necessary to carry out official business of Huerfano County.

SECTION 4: TYPE OF USE

County credit cards may be used for authorized travel expenses or purchases where it can be substantiated that use of a credit card was in the best interest of Huerfano County. All Department Heads and Directors must get prior approval from the Huerfano County Administrator for any purchase over Five Hundred Dollars and up to Two Thousand Dollars. Purchases over Two Thousand Dollars requires Board of County Commissioners' approval.

SECTION 5: REQUIRED DOCUMENTATION

For all credit card transactions the employee or official using a county credit card will submit to the Finance Department documentation sufficient to satisfy Internal Revenue Service requirements for employee business expenses. This documentation will include the credit card slip (customer copy) along with a receipt or invoice from the vendor that documents the goods or services purchased, the cost of the goods or services and the date