

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	\$4,000
Sheriff	\$5,000	Emergency 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	\$500
County Coroner	\$4,000	Road and Bridge	\$10,000
BOCC Admin./Clerk	\$4,000	Parks & Rec Director	\$4,000
Compliance Officer	\$4,000	Land Use and Building 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 of the purchase. Each receipt will also indicate the official county business which the expense was incurred.

SECTION 6: INTERNAL CONTROL

Credit card statements or invoices will be subject to existing internal accounting controls related to purchasing and disbursement of county funds.

SECTION 7: TIMELY PAYMENT

Credit card invoices will be processed for payment by Finance upon receipt of proper documentation referenced in Section 5. Credit card balances, including interest due on an extension of credit, shall be paid when due as indicated per the statement.

SECTION 8: LOST OR STOLEN CARDS

The employee or official issued a county credit card is responsible for its protection and custody, and shall immediately notify the Finance Director if a county credit card is lost or stolen.

SECTION 9: TERMINATION OF EMPLOYMENT

Any county credit card shall be promptly returned to the Finance Director upon termination of an employee or official with the County.

SECTION 10: UNAUTHORIZED USE OR FAILURE TO COMPLY WITH POLICY

Unauthorized use of a county credit card will subject the employee or official to disciplinary measures including termination consistent with county policy and applicable statutes. Failure to comply with the credit card policy will result in the immediate suspension of credit card privileges.

SECTION 11: OTHER PROCEDURES

Other procedures deemed necessary by the Board of County Commissioners or Finance Director may be implemented.

SECTION 12: AMENDMENTS

This policy can be amended upon the recommendation of the Finance Director with approval of the Board of County Commissioners