

**COUNTY OF BRANCH
CREDIT CARD POLICY**

WHEREAS, Public Act 266 of 1995 requires that all local units of government using a credit card for purchase of essential goods and services have a written policy, and

WHEREAS, the Branch County Board of Commissioners believe it in the best interests of the County of Branch that certain employees of the County of Branch have the ability to purchase essential goods and services by the use of credit cards,

THEREFORE, BE IT RESOLVED:

1. That the County Administrator/Controller shall be an officer, and the Administrative Assistant and Information Technology Manager shall be employees authorized to make credit card purchases on behalf of the County of Branch. Any additional officer or employee may be authorized upon the recommendation of the Finance Committee of the Branch County Board of Commissioners and the approval of the full Board of Commissioners.
2. That the County Administrator/Controller shall be the officer responsible for the issuance, accounting, monitoring, and retrieval of any and all credit cards issued in the name of the County of Branch.
3. That any credit card issued in the name of the County of Branch shall be used only for the purchase of goods or services essential for the official business of the County of Branch.
4. That any officer or employee making use of a County credit card shall submit to the Finance Committee of the Branch County Board of Commissioners a full accounting of any expenditures, detailing the goods or services purchased, the cost of the goods or services, the date of purchase, and the justification for utilizing the credit card for the purchase.
5. That all credit card purchases of goods and services are made in accordance with the Branch County General Fund Appropriations Act.
6. That the officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the County Administrator/Controller if the credit card is lost or stolen.
7. That an officer or employee issued a credit card shall return the credit card upon the termination of his or her employment or service in office with the County of Branch.
8. That no credit card billing shall be honored for payment until such time as said bill has been reviewed and approved by the Branch County Board of Commissioners.
9. That all credit card balances shall be paid in full according with each statement received.
10. That this policy adheres to any and all additional limitations as set forth in Public Act 266 of 19965.

Date Adopted: May 21, 2003

Yeas: 8

Nays: 0