

Jefferson County Government

Monitoring: Review: Annually	Descriptor Term: Credit Card Policy	Descriptor Code: 1.400	Issued Date: 6/09/16
		Rescinds: 1.400	Issued Date: 1/27/09

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3 Jefferson County will implement a credit card use program that is limited to certain situations. A county
4 credit card will not be used for normal purchase of goods or services that may be purchased and paid for by
5 check. If a vendor will accept a check as method of payment then a credit card will not be an option for
6 use.

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8 The finance department will physically keep all credit cards stored in a secure location in the finance
9 office. There will be a total of two (2) cards issued in the name of "Jefferson County Government". Below
10 is the process to be used when an authorized employee requires the use of a credit card:

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- 13 1. A purchase order for the purchase being made must be processed and approved prior to requesting
14 the credit card.
 - 15
16 2. The employee requesting the credit card must come to the finance office and log out the credit card.
17 A log sheet will be maintained in finance and will require that the person obtaining the card to
18 provide the following information:
 - 19 • Vendor the purchase will be made from and PO number
 - 20 • Date the card is logged out
 - 21 • Signature of employee obtaining the card
 - 22 • Date the card will be returned
 - 23 • Signature of the finance employee that logged out the card
 - 24
25 3. After the card has been used the employee must return the card to the finance office and complete
26 the following steps:
 - 27 • Provide a receipt for the purchase made with the county credit card
 - 28 • Signature of the employee that returned the card
 - 29 • Signature of the finance employee that logged the card back into the finance office.
 - 30
31 4. The below payment process will be followed:
 - 32 • After receiving the credit card statement the accounts payable clerk will match all collected
33 receipts to the individual charges on the statement.
 - 34 • Each individual charge will be billed out to the department and account as indicated on the
35 purchase order.
 - 36 • The accounts payable clerk will file the monthly paid statements with all corresponding receipts
37 in in the finance office.
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39 5. Any miles, points, credits or awards accrued or earned for employee travel using a Jefferson County
40 issued credit card are property of the District and will be used for employees traveling on behalf of
41 the County to reduce the overall cost to the county. Any such miles, points, credits or awards
42 accrued will not be used for personal travel.
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44 Listed below is a listing of officials, department heads, and other employees that are authorized to use the
45 county credit card. Any future additions or deletions must be approved by the finance committee.
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47	<u>Title</u>	<u>Authority Limit</u>
48	County Mayor	\$5,000
49	Highway Superintendent	5,000
50	Sheriff	5,000
51	Finance Director	5,000
52	Director of Schools	5,000
53	Deputy Finance Director	1,000
54	County Mayor Assistant	1,000
55	Highway Superintendent Assistant	1,000
56	Sheriff's Assistant	1,000
57	Circuit Court Clerk	1,000
58	Assessor of Property	1,000
59	Director of Schools Assistant	1,000
60	Technology Director	1,000
61	Facilities Director	1,000
62	EMS Director	1,000
63	Sanitation Superintendent	1,000
64	Technology Director – JCBOE	1,000
65	Transportation/Facilities Director – JCBOE	1,000
66	County Trustee	1,000
67	County Clerk	1,000
68	Register of Deeds	1,000
69	Building Inspector	1,000
70	Zoning Officer	1,000
71	Maintenance Garage Director	1,000
72	Environmental Services Director	1,000
73	Sanitation Superintendent Assistant	1,000