



## ADMINISTRATIVE POLICIES

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|----------|--|--------------|--------------|
| SECTION: | Purchasing   | POLICY #:    | 906          |
| TITLE:   | Establishment and Use of Credit Cards<br>by County Departments | PROCEDURE #: |              |
|          |  | ORDER #:     | 95-74        |
| DEPT:    | BOC  | DIVISION:    |              |
| ADOPTED: | 5/91   | REVIEWED:    |              |
|          |  | REVISED:     | 12/97, 12/01 |
|          |  | RESCINDED:   | 6/2011       |

### 1.0 Purpose

This policy establishes the procedure for use of Marion County individual, department and agency credit cards, including gasoline, telephone, revolving charge, department and specialty stores; i.e., Visa/MasterCard's, et al.

### 2.0 General Policy

- a. Elected Officials, Department Heads or his/her designee will authorize the acquisition of telephone credit cards through Facilities Management and cardlock gasoline credit cards through General Services.
- b. Authorization for revolving charge cards; Visa/MasterCard, department stores, specialty vendors, corporate gasoline, et al; will be requested through Elected Officials/Department Heads and authorize by the County Administrator.

### 3.0 Policy Guidelines/Procedures

- a. This policy is the same for individual, department and/or agency credit cards.
- b. All requests and approvals for revolving charge cards will precede the application for the card.
- c. Each approved revolving charge card will be issued with the name of the authorized user, the department name and address on the card. Elected Officials/Department Heads will keep records of the number of credit cards, the vendor name and the name of the authorized user assigned to the cards.
- d. A request for a department store or specialty vendor revolving cards will include a justification as to why standard purchasing procedures do not meet the department need.

ESTABLISHMENT AND USE OF CREDIT CARDS BY COUNTY DEPARTMENTS

- e. All credit card purchases must be made in accordance with existing County purchasing and reimbursement policies and procedures.
  - 1) Visa/MasterCard, et al., are generally limited to meals, lodging and travel in accordance with County policy. Any other use must be approved in writing by a department head/elected official and written justification shall be provided to Fiscal Services upon request for payment of any specially authorized purchase.
  - 2) Purchases must be documented both by itemized receipts and billing statements.
  - 3) Payment shall be authorized by Elected Officials/Department Heads or his/her designee.
  
- f. Inventory of cards
  - 1) Elected Officials/Department Heads must designate an individual(s) to maintain their department credit card inventory. This individual will assure that the card is returned upon the termination of employment.
  - 2) A complete listing of the number of cards, vendor names and who the cards are assigned to shall be submitted by each department to the Board of Commissioners Office annually on January 2. Departments will not report telephone credit cards issued through Facilities Management and cardlock gasoline credit cards issued through General Services in their report to the Board of Commissioners.
  - 3) Facilities Management shall submit the listing of telephone credit cards and General Services Administration shall submit the listing of cardlock gasoline cards annually on January 2.
  - 4) Fiscal Services shall maintain list of the cards and their numbers.
  
- g. This policy includes the following statement to be signed by the appropriate individuals:

I have read and understand the above policy and I agree to reimburse Marion County for any disallowable purchases that I personally incur on any County credit card that I am authorized to use.

\_\_\_\_\_

*Cardholder Signature*

\_\_\_\_\_

*Date*

Requested by:

\_\_\_\_\_

*Elected Official/Department Head*

\_\_\_\_\_

*Date*

**Revolving charge cards:**

**Vendor Name:**

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**Authorized by:**

\_\_\_\_\_  
*Chief Administrative Officer or Designee*

\_\_\_\_\_  
*Title of Designee*

**Date:**

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Adopted: 5/91  
Revised: 12/97  
Revised: 12/01