



Brown County Credit Card Policy

Purpose:

The purpose of this policy is to establish procedures for the use of the County issued Visa Card or any other Credit Card. This program is being established in order to provide immediate access to goods and/or services and basic travel. The card should not be used for items that can be purchased through the established purchase order system.

Authorized Visa Card Use:

- The authorized cardholder is responsible for all charges to the card and responsible to ensure that all charges to the card are for specific County Expenses.
- The authorized cardholder will immediately report any lost or stolen card to the auditor's office.
- All purchases are contemplated to occur within the State of Texas unless prior approval is given by the Commissioner's Court. No charges from foreign countries are permitted.
- The credit limit of the card shall not be exceeded.
- Adequate budget funds must be available to cover any charges.
- Meals up to the per diem rate currently adopted by Brown County.
- Charges shall not be allowed on a card that has a past due balance.
- **Purchase orders for charges shall be submitted in a timely manner to insure that payments are made on time in conjunction with the regular bill paying schedule.**
- Cardholder shall inform the vendor that goods and services are tax exempt and be prepared to provide a sales tax exemption certificate.

Unauthorized Credit Card Use:

- Personal purchases are not allowed.
- Purchases that would cause the account to go over the credit limit will be declined by the issuing bank and/or the auditor.
- Charges for entertainment are not allowed.
- Charges for meals when a per diem has been issued will not be approved for payment by the auditor.
- Charges in excess of the daily per diem allowed by Brown County will not be approved for payment by the auditor and reimbursement from the individual will be required.
- Charges for fuel when a mileage payment has been advanced are not allowed and will be declined for payment by the auditor. Reimbursement to the County will be required by the individual.
- Cash advances are not allowed.
- Purchases made in an attempt to thwart the normal purchasing policy for any reason may result in the termination of credit card use.

April 8, 2019
(Exhibit # 11)

Any cardholder who makes unauthorized purchases, carelessly uses the card, or fails to turn in the appropriate documentation in a timely manner, will be liable for the total dollar amount of such purchases, plus any administrative fee charged by the bank. Brown County will have the option of referring unauthorized purchases to an appropriate law enforcement agency for investigation or seeking reimbursement directly from the employee. If the County seeks reimbursement, failure to reimburse the County the amount of the unauthorized purchase within 45 days will result in that amount being deducted thru payroll.

Any cardholder who knowingly abuses the intended use of the card may be subject to disciplinary action up to and including termination and any legal action as necessary.

Record Keeping:

Whenever a charge is made, documentation shall be retained as proof of the purchase. Such documentation will be used to verify the purchases listed on the cardholder's monthly statement of account and must contain specific information of each item purchased. If the receipt does not identify each item, a separate accounting of each item must be delineated by the purchaser. Failure to provide supporting documentation will result in the individual reimbursing the County for any undocumented charges.

Payment:

At the end of each billing cycle, all statements are sent to the Auditor's Office. Statements are in turn, are emailed or hand delivered to the appropriate department. It is imperative that they be returned promptly to allow adequate processing time for payment. Each cardholder must attach the original invoice or documentation to substantiate the charges on the account. One purchase order for the full amount of the statement must be submitted with attached documentation and appropriate signatures for the bill to be paid. If this procedure is not adhered to, card privileges may be revoked.

Cardholder Separation:

Prior to separation from the County, the cardholder will surrender the credit card and current invoices or documentation for pending charges to the Auditor. Any charges made after employment separation from the County will be considered fraudulent and referred to the appropriate law enforcement agency.

Approved by Commissioners' Court this 8th day of April, 2019.



Paul Lilly, County Judge



Gary Worley, Commissioner Pct. 1



Joel Kelton, Commissioner Pct. 2



Wayne Shaw, Commissioner Pct. 3



Larry Traweck, Commissioner Pct. 4

Brown County Credit Card Policy Acknowledgement

I have read the Brown County Credit Card Policy. I agree to abide by the terms and conditions set out in that policy.

I understand that if I fail to follow the Brown County Credit Card Policy, I may have my charging privileges revoked or suspended and any unauthorized charges may be referred to the appropriate law enforcement agency or deducted from my payroll check.

Authorized User

Date