

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
January 2019
Involved Committees:
Human Resources
Finance Committee

County Department:
Administration

Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # 19-03-03

A RESOLUTION TO ADD POLICY NO. 112 TO THE BUFFALO COUNTY HANDBOOK – COUNTY CREDIT CARD USE POLICY

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee and Finance Committee have recommended the adoption of Policy No. 112 to the Buffalo County Employee Handbook that addresses the use of county credit cards, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby adopts Policy No. 112 County Credit Card Use Policy to be incorporated into the Buffalo County Handbook. A copy of the policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 11 day of March, 2019.

Roxanne M. Halverson
County Clerk

ATTEST:

Maryanne McMillan Ueff
County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Larry Grisen
Larry Grisen

Excused
Bernard Brunkow

Donald A. Hillert
Donald A. Hillert

Absent
Nathan Nelson

Michael L. Taylor
Michael L. Taylor

FINANCE COMMITTEE

Mary Anne McMillan Urell
Mary Anne McMillan Urell

Donald A. Hillert
Donald A. Hillert

via phone
David Danzinger

Larry Grisen
Larry Grisen

Nettie Rosenow
Nettie Rosenow

ANTICIPATED FINANCIAL IMPACT STATEMENT

No Additional Financial Impact

POLICY 112. COUNTY CREDIT CARD USE POLICY

1. **Purpose:** To ensure that County transactions are carried out as effectively as possible through the use of credit cards as appropriate and in accordance with the Overview and Statement of Intent outlined below and to guard against any possible abuse of County issued credit cards.

County credit cards will be procured by the County Administration Office and will be issued in the name of Buffalo County (hereinafter referred to as "the County") and will be distributed to an authorized employee, Department Managers or County Representatives under the provisions of this policy.

2. **Overview and Statement of Intent:** County credit card for Department Managers and certain other authorized department employees and/or County Representatives to use for legitimate business purposes in accordance with the County's Purchasing Policy. Permissible uses for a County-issued credit card include expenses relating to justified County meetings (including meal expenses), travel, hotel accommodations and certain other non-emergency minor expenditures for which a Purchase Order is not able to be used. Expenses that normally require the issuance of a Purchase Order may be purchased using a County-issued credit card only in emergency circumstances or if a Purchase Order has been issued authorizing the purchase. Under no circumstances is the use of a County-issued credit card intended to enable the user to circumvent any provision(s) of any existing or future County Purchasing Policy and/or Travel Policy. Furthermore, use of a County-issued credit card does not alleviate the employee from his or her obligation to submit a Statement of Expense in accordance with the County policy.

3. **Procedure:**

- 3.1 **Issuance of Card to Department or Office:** Credit cards will be issued per department as approved by the County Finance Committee. Prior to issuance of the card to a department, the Department Manager shall sign the County credit card Compliance Agreement (Appendix G) stating they have read and will adhere to the policies and procedures outlined in this policy. A signed original of the Business Card Compliance Agreement must be on file in the County Administration Office prior to the card's issuance.
- 3.2 **Issuance of Cards to County Administration Office.** The County Administration Office may be issued up to four (4) County credit cards to be used by departments not issued a department card.

Policy 112. COUNTY CARD CREDIT USE POLICY

Effective Date:

Revised Date:

**Buffalo County
Employee Handbook**

An exception may be granted for a program which requires the shipment to be sent directly to a client's home address approved by the Department Manager or designee with proper documentation.

- 5.6 Credit card statements will be reviewed each month to ensure that the card is used for authorized purchases; adequate receipts and/or sufficient documentation to support purchases is provided by the employee; and card use is not in violation of County policies. The employee agrees to cooperate fully with such review and to immediately place into operation any recommendations resulting from such review.
 - 5.7 Any credits or rewards issued by the Credit Card Company shall remain the property of the County.
6. **Credit Card Expenditures in Conjunction with County Travel:** When utilizing the County credit card for travel expenses associated with County business, the employee agrees that:
- 6.1 A Reimbursement Request will be completed by the employee in accordance with county policy.
 - 6.2 Use of the card for the purchase of alcoholic beverages is strictly prohibited.
 - 6.3 Use of the credit card to purchase in-room movies during the hotel stay while on County business is not allowable. Statements submitted without the required documentation will forfeit future use of the County credit card and shall be considered misuse and grounds for disciplinary action in accordance with the Buffalo County Employee Handbook.
 - 6.4 Use of the credit card for meal reimbursement (including maximum gratitude) shall not exceed the maximum amount allowed under the Meal Reimbursement Policy of the Buffalo County Employee Handbook. Amounts over the meal limit are to be paid directly by the employee to the vendor at the time of service.
7. **Credit Card Statements:** A monthly credit card statement will be mailed from the bank to the County. The Department Manager or employee agrees:
- 7.1 For all purchases, to obtain and retain sufficient supporting documentation (itemized receipts) to validate all expenditures made using the card. A credit card authorization receipt that does not include an itemized detail of purchase does not constitute supporting documentation.

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APPENDIX G

COUNTY CREDIT CARD COMPLIANCE AGREEMENT

I have read and understand the Buffalo County Credit Card Policy and agree to all terms outlined in the policy. I understand and agree that the county credit card is issued to me with the express understanding that I will, at all times, comply with the following conditions:

USE:

1. The County credit card is the property of Buffalo County and is in my possession and under my strict control. I am responsible for any and all charge transactions that are made using the credit card, excepting the unauthorized use of the card unless the card is lost, stolen or subject to fraud on some part of a third party.
2. I will not permit the card to be used by any person other than myself, unless specifically authorized by me as a Department Manager or Elected Official.
3. I will only use the card for official business purposes.
4. I will not use the card in an attempt to circumvent any existing Purchasing Policies, which include the requirement to obtain a Purchase Order before making a purchase.
5. If the credit card is used to pay for County-travel expenses, I agree to immediately upon my return from said travel, submit a statement in accordance with policy, even if the travel does not involve an overnight stay. I agree to not exceed meal reimbursement limits as established by county policy.
6. I will immediately report any unauthorized use of the card to the bank and to the County Administrative Coordinator or his/her designee.
7. I agree to fully cooperate with a review and to immediately place into operation any recommendations resulting from such a review.

MONTHLY RECONCILIATIONS:

1. The County Administration Office will be issued a monthly statement by the bank. I will ensure that all transactions appearing on the statement are verified by me to ensure that:
 - 1.1 Transactions are supported by adequate documentation (itemized receipts) that are attached to each monthly statement when submitted to the County Administration Office for payment; and

