

CLINTON COUNTY BOARD OF COMMISSIONERS

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**COURTHOUSE
100 E. STATE STREET
ST. JOHNS, MICHIGAN 48879-1571
989-224-5120**



**Administrator
Ryan L. Wood
Clerk of the Board
Diane Zuker**

2012-2

RESOLUTION TO ESTABLISH A CREDIT CARD USE POLICY IN ACCORDANCE WITH PUBLIC ACT 226 OF 1995

WHEREAS, the County of Clinton wishes to use a credit card for the purchase of goods and services for the official business of the County Sheriff;

WHEREAS, in accordance with Public Act 266 of 1995 the County is required to adopt a Credit Card Use Policy;

NOW, THEREFORE BE IT RESOLVED, that the Clinton County Board of Commissioners hereby adopts the attached Credit Card Use Policy.

STATE OF MICHIGAN

COUNTY OF CLINTON

I, DIANE ZUKER, Clerk of the County of Clinton do hereby certify that the foregoing resolution was duly adopted by the Clinton County Board of Commissioners at the regular meeting held January 31, 2012 and is on file in the records of this office.

Diane Zuker, Clinton County Clerk

CREDIT CARD POLICY

1. **PURPOSE:** Establish a policy to define, authorize and regulate the use of a credit card, and to establish procedures for utilizing the credit card for appropriate expenses in the conduct of official county business and the responsibility for protection, custody and proper usage of a credit card.
2. **AUTHORITY:** The Clinton County Board of Commissioners.
3. **APPLICATION:** This policy applies to the Sheriff's Department.
4. **RESPONSIBILITY:** The County Administrator/Controller is responsible for the issuance of the credit card for use by the Sheriff; and the accounting, monitoring, retrieval and general overview of this Credit Card Policy.
5. **DEFINITIONS:** None.
6. **POLICY:**
 - 6.1 Credit Cards may be used by the Sheriff's Department for investigative purposes wherein the use of credit is absolutely necessary and no other means of payment is possible. Credit Cards may not be used for cash advances or personal use. Purchases may not be divided into several transactions in order to avoid compliance with this Policy.
 - 6.2 The Sheriff is responsible for the credit card's protection, custody and proper usage, and for compliance with this Policy. The Sheriff shall sign an acknowledgement and authorization form with the County of Clinton, for the use and care of the credit card, before such credit card shall be placed in their custody for use. The Sheriff shall immediately notify the County Administrator/Controller if the card is lost or stolen.
 - 6.3 The Sheriff must submit documentation detailing the goods or services purchased, cost, date or the purchase and the description of the official business transacted.
 - 6.4 The Sheriff shall be responsible for all activities related to credit card use including, but not limited to the following:
 - 6.4.1 Review and authorize all credit card documentation including but not limited to (1) documentation of services purchased (2) the cost of the services (3) date of purchase (4) the official County business for which purchased. All documentation must be submitted consistent with Purchasing Procedures.
 - 6.5 Any employee that engages in an unauthorized or improper use of a county credit card will be subject to disciplinary measures, up to and including discharge, and may be subject to civil/criminal prosecution consistent with applicable laws. The employee found to have inappropriately used the credit card will be required to reimburse the County of Clinton for all costs associated with such improper use.

6.6 The Sheriff is responsible for the credit card's protection and custody and shall immediately notify the County Administrator/Controller if the credit card is lost or stolen. The Sheriff is responsible for safeguarding the account number and posting any card information is strictly prohibited.

6.7 The Sheriff shall immediately return the credit card to the County Administrator/Controller upon termination of employment with the County or if transferred to another department or division within the County.

7. **ADMINISTRATIVE PROCEDURES:** The Clinton County Board of Commissioners may authorize changes and/or adjustments to the Credit Card Policy.

8. **ADMINISTRATOR REVIEW:** The Administrator has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy.



COUNTY OF CLINTON

COUNTY ADMINISTRATION

100 E. STATE STREET, ST. JOHNS, MI 48879
(989) 224-5120; Fax (989) 224-5102

CREDIT CARD POLICY ACKNOWLEDGEMENT AND AUTHORIZATION

I, the undersigned Clinton County office or employee, hereby do acknowledge that I have carefully read the foregoing policy, and that I agree to subscribe to, honor and abide by its terms and conditions. I also hereby authorize Clinton County to deduct from my continuing wages; sums necessary to reimburse Clinton County for any purchases I make that are disapproved by the County Administrator/Controller, including any interest charged on such purchases by the credit card company.

Employee Name: _____

Employee Signature: _____

Date: _____

County Administrator/Controller Signature: _____

Date: _____