



Purchasing by Credit Card Policy 6.70

Board Approval Date: 09-23-2008

Supersedes Policy Dated: 11-01-2005

Scope

This policy applies to any county officer or employee otherwise authorized in accordance with Minnesota Statutes §375.171, 471.38, and 375.12 to make a purchase on behalf of the county.

Policy

Winona County adopts this policy on credit card use for its officers and employees who are authorized to make purchases on behalf of the county. Individuals included are current County Board members, the County Administrator, and County Department Heads and their designees. The credit limit for a credit card shall not exceed \$5,000.00. The responsibility for appropriate use of a County credit card resides with the Department Head.

Approved purchases are those expenses incurred in the normal course of county business and for county business only. Applicable purchases may include airfare, lodging, car rental, fuel, conference/meeting expenses, and approved department expenses. Purchases on the credit card cannot be used for personal meals, personal use, or for fueling personal vehicles.

Winona County prohibits the use of credit cards for cash withdrawals.

Persons violating this policy for personal use will be held personally liable for any purchases and may be disciplined in accordance with Section 5.20 Progressive Discipline.

Payments to the credit card company shall be made in a timely manner so as to not accrue finance or late payment charges. The time between the receipt of the credit card statement and the due date of the bill is short. Plan to submit the voucher for payment shortly after receipt of the credit card statement. If finance charges occur, you may lose the credit card privilege.

The Board will approve disbursements and shall have the official proceeding of its sessions published in the newspaper selected for the year.

Procedure

If a credit card needs to be opened, the Department Head needs to contact either the Finance Director or Treasurer, who will make the determination if the credit card account should be opened.

Authorization for use of credit cards should be obtained from the Department Head five (5) working days before the desired use of the credit card.



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Employees are required to complete a Credit Card Request Form (see Appendix A), which indicates employee name, location of training, dates in which the credit card will be checked out and returned, and an acknowledgment of the responsibility of the use of the card. Itemized receipts and/or back-up material must be handed in with the return of the credit card to the Department Head. The Department Head will compile all supporting documentation, including original itemized receipts for purchases along with the approved Credit Card Request Form, and submit the forms along with the completed, signed, and approved voucher requesting payment to the credit card company to the Finance Department. All charges will be verified in the normal course of reviewing bills for payment.

Before accepting charges, the cardholder should inquire as to whether the County is entitled to a discount for the service(s) or supplies provided.

If a Winona County credit card is lost or stolen it must be reported to your Department Head as soon as possible so the card can be cancelled. In the event a Department Head is unavailable the employee is to call one of the following contacts to report the lost or stolen credit card:

- Their supervisor (at the applicable phone number)
- Treasurer's Department (1-507-457-6450)
- Finance Department (1-507-457-6459)
- Auditor's Department (1-507-457-6320)

Appendix A
Credit Card Request Form

Date: _____

Employee name: _____

Department name: _____

Reason for utilizing credit card:

Check-out credit card date: _____

Returning credit card date: _____

Employee signature: _____ Date: _____

By signing this form, I hereby accept responsibility for utilizing a county credit card. I have read and understand my responsibilities as stated in the Winona County Purchasing by Credit Card Policy.