

**ANTRIM COUNTY
CREDIT CARD POLICY
Policy # 1996-8**

1. Whenever possible, credit cards will be obtained through local institutions. Credit cards will remain in the custody of the County Clerk with the exception of two cards which the County Clerk will permanently assign to the Sheriff.
2. Credit cards will be used for the following:
 - a. Lodging and meals for schools, seminars, and conventions directly relating to and budgeted for in the department whose head is requesting the cards.
 - b. Lodging and meals and air or land travel to transport prisoners or otherwise pursue an Antrim County criminal or civil investigation.
 - c. Purchase fuel for a county-owned vehicle if distance prevents obtaining fuel at the county-owned facility. No fuel may be purchased with a county credit card for a private vehicle.
 - d. Purchase of any goods or services if they cannot be paid for by invoice or by purchase order; determination to be made by the County Clerk.
3. All requests for credit card use shall be made on a provided form in writing by the Department Head/Elected Official detailing the following:
 - a. Nature of service
 - b. Location of service
 - c. Dates of service
 - d. Estimated cost of service – detailed
 - e. Indication that service is budgeted for
 - f. Indication of specifically which employee(s) will be using the card
 - g. Signature of Department Head/Elected Official assuring responsibility for the credit card, its use, and its return to the County Clerk immediately following its use.
4. Credit card bills shall be submitted to the Finance Committee for payment the first working day following usage.
5. Unauthorized use of the County Credit Card will result in disciplinary measures, including discharge, for both the user of the credit card and the Department Head who has requested use of and taken responsibility for the card.
6. These policies may be revised by action of the Board of Commissioners and with one week's notice to the Departments.