

RESOLUTION # 16-09

WHEREAS, the Board of County Commissioners of Cheyenne County, Kansas (hereinafter “the Board”) is the governing body of Cheyenne County, Kansas (hereinafter “the County”), and is charged with the ultimate responsibility for accounting for the funds of the County; and

WHEREAS, it is the desire of the Board to adopt a credit card policy to establish a more cost efficient method of purchasing and paying for small dollar transactions and related travel expenses.

NOW THEREFORE BE IT RESOLVED, effective the date of this Resolution, the Cheyenne County Credit Card Policy, which is attached, is approved and adopted by the Board of County Commissioners of Cheyenne County, Kansas, at their regularly scheduled meeting on May 31, 2016.

BE IT FURTHER RESOLVED, THAT A COPY OF THIS Resolution with the attached policy be provided to all Cheyenne County Elected Officials and Department Heads.

ADOPTED BY THE BOARD OF CHEYENNE COUNTY COMMISSIONERS THIS 31ST DAY OF MAY, 2016.

Brett Poling

John E. Garner

Rodney E. Radcliffe

COUNTY CLERK

CHEYENNE COUNTY CREDIT CARD POLICY

The Board of Commissioners is responsible for approving and/or revoking the privilege of credit cards for each Elected Official and Department Head and setting the limits of each Department's credit card.

County credit cards shall be issued to Department Heads and Elected Officials, upon his or her request, hereinafter referred to as a Cardholder. The Cardholder is responsible for safeguarding the credit card at all time.

The County Clerk is responsible for obtaining the credit cards, distributing credit cards to the Cardholders, and cancelling credit cards. The County Clerk is further responsible for maintaining a record of all Cardholders and issuance date of all credit cards. The County Clerk shall notify Cardholders of changes that affect the Department's spending limits and/or status. The County Clerk shall be responsible for ensuring that each Cardholder is provided a copy of the County's Credit Card Policy every year.

County credit cards shall be used for county purchases only. County credit cards may be used for the following purchases:

1. Lodging
2. Fuel for county vehicles
3. Supplies
4. Equipment
5. Subscriptions
6. Vehicle Repairs

County credit cards may not be used for the following:

1. Personal purchases
2. To secure cash for returns or cash advances
3. Meals (with the exception of meals bought by the Sheriff's and EMS offices during a transport)
4. Alcohol
5. Tobacco
6. Hospitality or Entertainment

All receipts for purchases with county credit cards must be turned into the County Clerk's office within three (3) business days of the purchase or within three (3) business days of returning from county-related travel. All receipts are to be itemized and detailed. Any purchase on a county credit card without proper documentation shall be the Cardholder's responsibility to pay. The Cardholder shall reimburse the County for any undocumented charges or any charges that do not comply with County policies. Such charges may be withheld from the Cardholder's wages.

Each Cardholder is responsible for the use of the credit cards by their department. The Cardholder is responsible to make sure that any charges are authorized County

expenditures and that adequate monies are available within the department's approved budget. All purchases are subject to the County's other purchasing policies.

All county purchases are tax exempt. Cardholders should provide Sales Tax Exempt Certificates to every vendor the department purchases from.

When a credit card is lost or stolen, the Cardholder should contact the County Clerk to report the lost/stolen card. Contact should be immediate so that the highest level of detail regarding account activity leading up to the lost/stolen date can be provided.

Prior to retirement, termination, separation from duties as Department Head or Elected Official, or upon request of the Board of Commissioners, the Cardholder will surrender the card to the County Clerk. The Cardholder will review with the Clerk's office the status of any unreconciled, questionable, partially approved, unresolved, and disputed transactions, and identify any supplies and/or services which have been ordered but not yet received, so appropriate action can be taken to complete these activities.

Consequences of misuse of the credit card are serious, and may include card suspension, card revocation, disciplinary action, employment termination, personal financial responsibility for purchase(s) and legal action. Failure to follow the above listed responsibilities and any additional responsibilities that may be listed in this policy and/or related procedures will result in the Board of Commissioners disciplining a Cardholder in any way it deems appropriate.

CHEYENNE COUNTY CREDIT CARD AGREEMENT
CHEYENNE COUNTY DEPARTMENT
DEPARTMENT HEAD

The Department Head listed above has been provided with a copy of Cheyenne County's credit card policy, and hereby agrees to comply with all terms and conditions set forth therein, including but not limited to those detailed below.

I, _____, acknowledge receipt of the Credit Card Policy and confirm that I have read and understand the terms and conditions therein.

I understand that I am being entrusted with this county credit card and will make the best value financial commitments on the behalf of Cheyenne County, Kansas.

I understand that Cheyenne County, Kansas is liable for all charges I make using the credit card.

I agree to use this card for County authorized and approved purchase only.

I understand that no personal expenses are to be charged to the credit card. I further understand that improper or fraudulent use of credit card will result in disciplinary action taken.

I understand all receipts for purchases with county credit cards must be turned into the County Clerks office within three (3) business days of the purchase. All receipts are to be itemized and detailed. I understand that any purchase on a county credit card without proper documentation shall be my responsibility to pay. I shall reimburse the County for any undocumented charges or any charges that do not comply with County policies. I understand that by signing this agreement, I authorized Cheyenne County, Kansas to withhold amounts attributed to improper, unauthorized and/or fraudulent use from my paycheck.

I understand that Cheyenne County, Kansas can terminate my rights to use this card at any time for any reason. I agree to return the card to the County Clerk immediately upon request or upon termination of employment.

If the card is lost or stolen, I agree to notify the County Clerk immediately.

I have read the above and understand this agreement and the Cheyenne County Credit card Policy.
_____ (Initial)

As a cardholder, I agree to comply with the terms and conditions of this agreement and the Cheyenne County Credit Card Policy. _____ (Initial)

Cardholder Signature: _____

Date: _____

County Clerk Signature: _____

Date Issued: _____