

# HARDIN COUNTY CREDIT CARD POLICY

## I. Purpose:

This policy lists the procedures for using Hardin County credit cards on behalf of the County for making daily operational purchases as well as paying for approved travel expenses when on County business as outlined in the employment handbook.

## II. Objectives:

Credit cards will allow Hardin County to:

- A. Consolidate County purchases onto one card and thereby eliminate numerous cards held in the County's name.
- B. Allow the County to do business with vendors who no longer allow charge account payments and now require a credit card.
- C. Take advantage of cost-saving opportunities by being able to purchase on the Internet and through catalogs as this practice is much more prevalent than in past years.

## III. Procedures:

The County Auditor's Office will be responsible for obtaining and distributing County credit cards to each department. Credit cards are to carry no annual fees and be obtained from banks within Hardin County. Before receiving and/or using a County credit card, employees will sign the Hardin County Credit Card Agreement (Exhibit A). For added security and accountability, cards will be issued in individual department heads' names. The signed Credit Card Agreement will be kept on file in the Auditor's Office.

Spending limits per department will be as listed. Only through written justification by the department head or elected official and approval by the Board of Supervisors will the spending limit be adjusted.

### Spending limits:

Assessor	\$2,000
Auditor	\$2,000
Board of Supervisors (3 cards @ \$2,000/card)	\$6,000
Community Services	\$2,000
Conservation	\$4,000
County Attorney	\$2,000
County Engineer	\$2,000
Emergency Management	\$2,000
IT Department	\$2,000

Property Management	\$2,000
Recorder	\$2,000
Sheriff (15 cards @ \$2,000/card)	\$30,000
Sheriff Transport (2 cards @ \$3,000/card)	\$6,000
Treasurer	\$2,000
Veterans' Affairs	\$2,000
IRVM	\$2,000
Environmental Health	\$2,000
Medical Examiner Investigator	\$2,000
Economic Development	\$2,000

Credit cards should not be used to make purchases that under normal circumstances would require a competitive bid. All competitive bidding procedures will remain in place.

Any employee charging through the credit card system is responsible for arranging the sales tax exempt status for Hardin County.

The only eligible travel expenses that may be charged on the credit cards are those as allowed in the Hardin County Employee Handbook. Any other use while traveling is prohibited. Because of IRS regulations, credit cards cannot be used for meals for day travel when there is no overnight stay. Cash advances are prohibited.

Employees are prohibited from using County credit cards for personal expenses. Even if the employee intends to reimburse the County later, it is still prohibited. Charging personal expenses on County cards will result in disciplinary action as outlined in the employment handbook.

Department heads are responsible for ensuring that payment vouchers include original supporting, itemized documentation (receipts, invoices, etc.) when turned into the Auditor's Office for payment.

\*County credit cards are not to be used as a method of financing long term debts. Should the action or inaction of any employee or department head contribute to the failure to pay the credit card balance when due, that employee or department head shall be responsible for the payment of any finance charge or late payment fee associated with that late payment.

If a credit card is lost, the department head or elected official shall notify the issuing bank immediately.

Prior to changing departments or ending employment with the County, credit cards should be turned into the Auditor's Office along with the completed Return of Credit Card form (Exhibit B)

**IV: Summary:**

These are overall guidelines for the County. Departments may implement more restrictive policies and procedures, but may not adopt any that are less restrictive.

These guidelines and procedures cannot cover every possible situation that may occur in using County credit cards.

Adopted this 8<sup>th</sup> day of July, 2009.

\*Amended December 23, 2009.

\*Amended January 9, 2013

\*Amended July 17, 2013

\*Amended August 21, 2013

\*Amended September 3, 2014

\*Amended February 24, 2016

\*Amended September 28, 2016

\*Amended November 23, 2016

\*Amended August 7, 2019

HARDIN COUNTY

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Renee McClellan, Chair  
Board of Supervisors

ATTEST:

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Jessica Lara  
Hardin County Auditor

**Hardin County  
Credit Card Agreement**

Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Approved by:  
Department head \_\_\_\_\_

Auditor's Office: \_\_\_\_\_

The employee listed above has been provided with a copy of the County's credit card policy, and hereby agrees to comply with all terms and conditions set forth therein, including but not limited to:

1. County credit cards are for official County use only. I understand that any misuse of the County credit card will result in disciplinary action.
2. Credit card payments must be processed on a timely basis. All charges need accompanying original, itemized receipts. If appropriate receipts are not turned in and cannot be produced, I agree to reimburse the County for any undocumented charges or any charges that do not comply with County policies.
3. The credit card will be immediately surrendered upon retirement, termination or upon request of the department head. I understand that the use of the credit card for any purpose after its surrender is prohibited.
4. The credit limit of this card is \$\_\_\_\_\_.

I have read Hardin County's Credit Card Policy and procedures and accept them.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**Hardin County  
RETURN OF CREDIT CARD**

I HEREBY SURRENDER the credit card issued to me by Hardin County. I declare that all outstanding charges on the credit card are for official County business and will be paid through established procedures. In the event any outstanding charges are not for official County business or are not paid, I agree to reimburse the County for any such charges.

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Employee

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Date