

Employee Handbook/Credit Card Policy

Title: Credit Card Policy
Policy Number: 303
Effective Date: July 1, 2009
Revision Date: August 10, 2021
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to utilize direct billing, reimbursement, or purchase order whenever possible, to make authorized county purchases. When these options are not available, purchases may be made by utilizing an authorized county credit card. Traveling expenses may be made by utilizing an authorized county credit card. When using an authorized county credit card all reasonable attempts should be made to ensure the transaction is processed as “Tax Exempt”.

All credit cards are to be issued from the same financial institution as agreed upon by the Board of Supervisors and the Auditor. All credit cards will be on the same billing cycle and the county will obtain a global credit card limit with the financial institution. This global credit card limit will then be allocated amongst all departments as determined by the Board of Supervisors or the Budget and Finance Director.

Objectives:

Consolidate County purchases into one global liability and thereby eliminate numerous outstanding liabilities at different institutions.

Allow for standardized dates across the County for reporting and processing of credit card expenses.

Allow the County to conduct business with vendors who no longer allow purchase order payments and now require a credit card.

Take advantage of cost-saving opportunities by being able to purchase on the Internet and through catalogs.

Comments:

- (1) The Budget and Finance Director will serve as Credit Card Administrator. The Auditor, Chairman of the Board of Supervisors and Finance and Tax Officer will also be given same account privileges. Privileges include but not limited to:
 - Viewing statements and requesting information from financial institution
 - Temporarily raising credit limits for onetime purchases as requested by Department Heads
 - Ordering or Canceling new credit cards
- (2) Department Heads are responsible for obtaining credit card(s) for their department and for issuing credit cards to their respective employees. Department Heads and respective employees will be required to sign a **Pottawattamie County Credit Card Agreement** (Exhibit A) setting forth their obligations once the card has been issued. This agreement will be signed on an annual basis and shall be filed in the County Auditor's office.

- (3) The County Auditor will maintain the signed credit card agreements in a secure area. This agreement shall include the name of the company issuing the card, the name of the employee listed on the card, the card limit, the card number, expiration date and a telephone number to call if the card is missing or stolen.
- (4) Department Heads will be responsible for distributing County credit cards to employees as needed and will assume responsibility for those employee purchases as well. Each Department Head will maintain an up to date listing of credit cards issued to their employees.
- (5) Department Heads will adhere to assigned credit limit, but may appeal to Credit Card Administrator for temporary increases.
- (6) Credit cards must not be used to make purchases that under normal circumstances would require a competitive bid.
- (7) Credit cards are to be strictly used for official County purposes. Use of the card should be limited to goods and services which cannot efficiently be purchased by such methods as purchase order or direct billing. Allowable expenditures:
 - Motel/hotel expenses and guarantee of reservations
 - County vehicle expenses
 - Meals including a tip of up to 15% of the cost of the meal or a tip that is prescribed by the establishment
 - Airline reservations
 - Car rental
 - Registration fees
 - Departmental expenses as approved by the department head

Additionally, a cardholder must:

- ensure that the card is used only by the cardholder; use by anyone other than the approved cardholder is strictly prohibited. All cards will be attached to an individual not just to a department.
 - request tax-exempt purchase if purchasing in or shipping to State of Iowa
 - obtain an itemized receipt in addition to the purchasing card receipt. Purchases without an itemized receipt may not be paid by the County and may be deducted from the employees next paycheck. See policy item (10) for exceptions.
- (8) The misuse or abuse of the card shall mean using a County credit card outside of the employee's authorized parameters. Misuse or abuse of the card includes, but is not limited to:
 - using the card for personal or unauthorized purposes

- using the card to obtain a cash advance or cash in lieu of a credit to the purchasing card account
- using the card to purchase alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to the County or the Code of Iowa
- allowing use of the card by another individual
- splitting a purchase or using another cardholder's card to circumvent the card purchasing limit of the card
- failing to provide your Department Head with required receipts
- failing to complete and submit the log of transactions within seven (7) days after the close of each billing cycle.
- failing to provide, when requested, information about any specific purchase
- not adhering to the County Credit Card Policy

(9) Misuse, Abuse or Fraudulent Violation. Depending on the severity, the following actions may be taken along with other disciplinary actions as provided in Employee Handbook Policy 711 - Disciplinary Procedure.

- 1st Offense: When a card is accidentally used in violation of this policy, both the cardholder and the cardholder's Department Head will be notified of the infraction. The cardholder will be advised to use the card for business purposes only within the parameters established by these policies. The cardholder will also be advised that all card privileges will be suspended if further violations occur. The cardholder will be personally responsible for reimbursing the County for unauthorized purchases.
- 2nd Offense: All purchasing card privileges will be suspended for a period of three (3) months. The cardholder's Department Head will be notified of this violation and subsequent suspension of privileges. At the end of the three-month period, the cardholder's Department Head may elect to reinstate the cardholder's privileges, with the approval of the Board of Supervisors. The cardholder will be personally responsible for reimbursing the County for any unauthorized purchases.
- 3rd Offense: Use of the Credit card will be suspended permanently. The cardholder will be personally responsible for reimbursing the County for any unauthorized purchases.

These actions may be initiated at the discretion of the Auditor or Budget and Finance Director after consultation with the appropriate Department Head and the Board Chair. Further, the Department Head may ask the County Auditor or Budget and Finance Director to initiate any of the above actions at any time

(10) Employee Termination or Transfer.

A cardholder who terminates employment with the County or transfers to another department, must return the credit card to their Department head who will provide it to the Credit Card Administrator. Final paycheck may be delayed until all pending credit card charges have cleared and proper documentation of each expense has been provided to Department Head/Elected Official. Failure to do so may result in a portion of final paycheck being withheld to pay charged expenses.

(11) Documentation

The cardholder is responsible for maintaining adequate documentation to verify and explain all purchasing card transactions. To facilitate reconciliation and approval of statements, it is essential that cardholders obtain and retain vendor documentation for purchases, including

- itemized vendor sales receipts,
- itemized packing slips or shipping orders, and
- purchasing card detailed charge slips with item descriptions.

On an ongoing basis, the cardholder should maintain a log of transactions to document transactions made with the card. This includes date, purpose and person(s) in attendance. Adequate documentation, as described above, should be filled out on **Monthly Expense Form** (Exhibit B) if required by Department Head or elected official.

It is understood that from time to time a receipt may be lost, in such event a **Receipt Affidavit Form** (Exhibit C) should be filled out and accompany the documentation. Habitual use of this form may constitute a misuse or abuse violation of the County Credit Card policy.

Each month, the cardholder will retrieve a statement which lists charges made during the previous billing cycle. Upon retrieving the statement, it is essential that the cardholder perform the following:

- review the statement; compare back-up documentation (receipts, packing slips, charge slips, etc.) to the transactions listed on the statement
- reconcile each and every transaction to assure that it is correctly listed on the statement; it is, however, possible that transactions completed will not appear until the next statement
- reconcile each and every transaction on the statement to assure that it is correctly listed and that adequate documentation for each transaction is attached.

Upon reconciliation, the statement and all supporting invoices, packing slips, charge slips, receipts, etc. should be forwarded to the Department Head within seven (7) days after the close of each billing cycle. The Department Head will review the statement by:

- ensuring that each purchase is an appropriate use of County funds,

- confirming that receipts and written explanations are attached for each listing on the statement,
- confirming that the attached receipts match the dollar amount of each listing on the statement,
- ensuring that the card is not used for personal purposes, and
- ensuring that the card is used and receipts are signed only by the cardholder.

After reconciliation by the Department Head, he/she must approve (by signing) the statement. By signing and approving the statement, the Department Head certifies the statement's compliance to the established policies and procedures governing the County Credit Card Policy. The Department Head must forward the approved statement to the Auditor no later than ten (10) days after the billing cycle ends.

It is encouraged that all cardholders sign up for electronic confirmation that their credit card statements are ready then print to allow the most time possible to meet documentation and approval deadlines. If a Department Head is unavailable to approve, the Budget and Finance Director can review and approve.

Example:

End of Credit Card Billing Cycle:	July 31 st
Cardholders documentation to Department Head:	August 7 th
Department Head to Auditor:	August 10 th
Auditor Payment to Financial Institution after final approval of Board of Supervisors:	August 14 th

(Payment due dates are generally 21 days from end of billing cycle)

**Pottawattamie County
CREDIT CARD AGREEMENT**

If card is lost or stolen, call 1-833-933-1647 immediately, and notify your Department Head.

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

1. County purchasing cards are for official County use only. I understand that any misuse of the County Credit Card may result in a suspension and/or termination of usage and/or as outlined in Section 9 of the policy.
2. Credit card payments must be processed on a timely basis. All charges need accompanying original 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. A Receipt Affidavit may be used to replace a missing original receipt. See Section 12 of the policy for details.
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. I understand a Credit Card is not necessarily provided to all employees. Assignment is based on my need to purchase material for the county and/or to provide for business travel. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

I have read Pottawattamie County Card Policy and procedures and accept them.

Cardholder Signature _____

Date _____

Name of Employee _____

Credit Limit _____

Company Issuing Card _____

Credit Card Number _____

Expiration _____

Department Head Approval _____

Internal Use Only

Credit Card Returned _____

Reason _____

Received By _____

Pottawattmie County Monthly Expense Form

Pottawattmie County Monthly Credit
 Purpose: Card Expense Report

Total Due on
 Statement: _____

Expense
 Month _____

Employee Information:

Name _____

Position _____

Department _____

Deptment Head/Elected Official _____

Date	Account	Description	Attendees	Hotel	Transport	Fuel	Meals	Phone	Entertainment	Misc.	Total
Total											

SUBTOTAL **\$0.00**

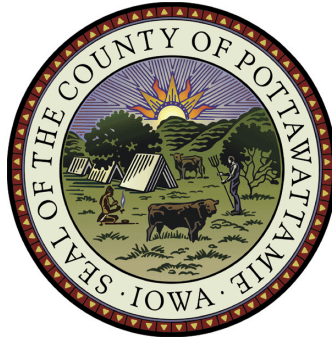
ADVANCES **\$0.00**

TOTAL

Approved: _____

Notes: _____

MELVYN J HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
227 S 6TH ST, PO BOX 649
COUNCIL BLUFFS, IOWA 51502-0649



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Linda Swolley, First Deputy - Real Estate
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Phone (712) 328-5700
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RECEIPT AFFIDAVIT

This form is to be used for credit card purchases, employee reimbursements or when the vendor's receipt does not show an itemization of the purchase and the vendor cannot provide an itemized copy, or the original receipt is not available. Please make sure completely filled out, signed and dated.

- Reason receipt is not available (please indicate):
- Lost Original Receipt
- Vendor receipt not itemized
- Other(specify): _____

Vendor purchased from: _____

Date of Purchase: _____

Amount of Purchase: _____

How pertains to County business (what purchase was for):

Description of what was purchased:

I _____, certify that I made the purchase described above, that all of the purchase was for County business (unless otherwise noted) and all is within policy guidelines. There was not any alcohol purchased.

Signature / Date