

RESOLUTION

RE: Amending Credit Card Policy for County Credit Card Use

WHEREAS, the County Board of Vermilion County, Illinois, previously adopted a credit card policy prior to obtaining the services of a specific credit card issuer; and,

WHEREAS, the terms and conditions of the possible use of the credit card has changed the need for certain elements of the policy; and,

WHEREAS, the County Board of Vermilion County, Illinois at the suggestion of the Auditor deems it proper to allow wider use of the credit cards for purchasing given the monitoring ability of the Auditor and others to review usage provided that each office cooperates with the Auditor's Purchase Order system as outlined in the new policy attached hereto as Exhibit "A".

NOW, THEREFORE BE IT RESOLVED by the County Board of Vermilion County, Illinois, that the credit card policy be amended in the words and terms as appear on Exhibit "A" attached hereto and incorporated herein.

PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County, Illinois at the April 18, 2017 A.D. Session.

DATED this 18th day of April 2017 A.D.

AYE 23 NAY _____ ABSTAIN _____
ABSENT 3
1 Vacancy



Chairman, Vermilion County Board

ATTEST:



Clerk of the County

Resolution 17-0403

Resolution Number: 17-0403

RE: Amending Credit Card Policy for County Credit Card Use

Approved by Finance Committee Personnel: Steven Fourez Y N A

Committee Chairman

Larry Baughn Y N A

Todd Johnson Y N A

Wesley Bieritz Y N A

Becky Stark Y N A

Robert Boyd Y N A

Bruce Stark Y N A

VERMILION COUNTY CREDIT CARD POLICY

A **COUNTY** credit card is to be used for authorized business purposes only. No personal use of a **COUNTY** credit card will be permitted. Personal use of a **COUNTY** credit card is both a violation of the law and a violation of the policy of the County. Violation of this policy or of the law may result in discipline up to and including termination of employment. The following procedures will apply to the use of office credit cards.

1. All credit card(s) will be maintained by the Auditor. The Office Holder / Department Head and Chief Deputy shall be authorized to have access to the credit card files and history and will be authorized to have access to all information maintained by the card issuer as to their office's usage of the card. The Auditor may cancel the use of a specific card holder upon advice from the Department Head or the County Board Chairman or upon the determination by the Auditor that it is in the County's best interest to withdraw user privileges from any card holder.
2. A list of such credit cards will be given to the Office Holder / Department Head, including expiration dates and 3 digit security numbers from the back of each card. Any employee requiring the use of a credit card will sign the card out from the Office Holder / Department Head. Upon return of the employee, the credit card will be returned to the Office Holder / Department Head from whom they received it on the next business day along with any and all receipts relative to the use of the card. In certain cases a credit card may be permanently assigned to one employee. That employee must turn in all receipts daily to the person charged with paying the credit card bill for matching with the monthly statement.
3. No alcohol may be purchased with a County credit card under any circumstances whether alone or in conjunction with a meal.
4. ***IN ACCORDANCE WITH COUNTY POLICY, MEALS ARE NOT TO BE CHARGED ON A COUNTY CREDIT CARD, OR TO A HOTEL BILL BEING PAID BY THE COUNTY. Exceptions to this provision include reasonable meal purchases and reasonable hotel charges made due to unforeseen circumstances in which the employee has no other reasonable recourse due to travel issues and cannot simply return home due to job requirements or emergency circumstances encountered while on business for the County. Business for the County means travel done at the direction of the employer for any***

reason related to the needs of the Department employing the employee or County.

5. A credit card may not be used for personal purchases of any kind, including cash advances, and under no circumstances may a credit card be used with a view that the County will be reimbursed at a future date by the user.
6. Credit cards may be used for specific purposes such as travel, software renewals, other registrations that are time sensitive, as well as goods and services. These should be cleared with the Auditor's Office prior to making the purchase inasmuch as purchase orders (P.O.s) will still be required. When a PO number is given for any credit card purchase, the Purchase Order Form should be filed out and given to the Auditor within twenty-four business hours to ensure the Purchase Order form can be used to match the P.O. with the invoice from the credit card issuer. In some cases reoccurring monthly charges for subscriptions or memberships are acceptable with documentation being turned in with the credit card statement monthly. Again, a P.O. number will be required.
7. Any questions or concerns about the use of a credit card whether in general or in specific cases, should be addressed to the Auditor prior to the use of the card. If an employee advances personal funds rather using a County credit card during a business trip or undertaking which has been authorized by the Office Holder / Department Head (or other designated person), they should seek reimbursement through the County. ***THIS REIMBURSEMENT MUST BE MADE THROUGH THE ACCOUNTS PAYABLE CYCLE FOLLOWING ESTABLISHED COUNTY POLICIES AND PROCEDURES.***
8. Credit cards must be paid in full each month. If a credit is to be forthcoming from a vendor, the bill must still be paid, and the credit taken later. This is because the credit comes from the vendor, not the credit card company.
9. The credit card account shall be audited at least annually if not more often by the County Auditor. Questionable or undocumented use of the credit card shall be brought to the Office Holder / Department Head's attention immediately. If a satisfactory resolution is not reached in a timely manner, it shall be brought to the attention of the County Board Chairman. Under no circumstances is any information regarding the security information assigned by the Auditor to be changed by the credit card user or holder. Any attempt to change the security information will

result in termination of any privilege to use the county credit card system.

10. Lost or stolen credit cards are to be reported first to the credit card issuer and immediately following to the Auditor's Office. In the event the loss is discovered when the Auditor's Office is closed (holiday's, weekends, after business hours), then after reporting the loss or theft to the credit card issuer, email, text or leave a telephone message with the Auditor's Office and follow up again during normal business hours. All thefts should be reported to the appropriate police agency immediately as well.