



## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> County-Issued Credit/Purchasing Card	<b>APPROVAL DATE</b> 8/6/2019
<b>SECTION</b> Workplace Expectations	<b>REVISION DATE</b> N/A

The use of credit/purchasing cards is an accepted practice. Their use is allowed only for specific purposes and situations to conduct Laramie County business. The use of credit/purchasing cards for County financial transactions are limited and carefully controlled. Laramie County allows the use of credit/purchasing cards by department heads and elected officials. Individuals are each responsible for any County credit/purchasing card issued to them. **Personal use is strictly prohibited.**

Board of Commissioner's approval is required to obtain approval for County credit/purchasing card. A card issued shall be used ONLY by the approved card user. The County Clerk shall review or audit credit/purchasing card use randomly. If it is determined that the credit/purchasing card issued is not in the best interest of Laramie County, the Board of Commissioners may discontinue card privileges.

### **Requesting a Card**

When applying for a credit/purchasing card, the County Clerk shall complete the application for the card and upon their approval, the County Commissioners will sign the application. This form can be requested from the County Clerk's Finance office and will be kept on record in the Clerk's office. The Board of Commissioners has sole authority to approve or deny each County issued credit/purchasing card request. County-issued credit card/purchasing account limits shall be determined by the Board of Commissioners on an annual basis.

Any request for a deviation from the established account limits shall be submitted in writing to the Clerk's Office by an Elected Official, or Department Head outlining a specific reason(s) why the established limit is insufficient.

The original card user agreement shall be kept in the Clerk's office. The card vendor shall not be given access to personal credit records. County issued credit/purchasing cards shall have the employee/elected official's name and the expiration date. Upon issuance of the card, the approved user shall personally sign an acknowledgement of receipt for their County issued card.

### **Proper Use**

All existing purchasing policies apply to purchases made on a County issued credit/purchasing card. All itemized receipts must be obtained by the persons using the card and presented to the County Clerk for reconciliation with the billing. The Clerk shall maintain an inventory of County-issued credit/purchasing cards which shall be physically audited. Any points, cash back rewards, or any other benefits earned on a County credit card are to be redeemed strictly for County purposes.



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The card will be used only for activities that are a direct consequence of the cardholder's function within the County and under no circumstances will the card be used for personal reasons. Purchase of alcohol and entertainment items is strictly prohibited. The cardholder agrees to be personally liable for any unauthorized transactions unless the card is lost, stolen or subject to fraud by a third party.

No fees or interest charged by a card company because of late payments due to untimely submission of record to the Clerk's office or any over-limit fees shall be paid from county funds. The Department Head/Elected Official shall be personally responsible for those fees if they appear on the billing for their department.

### **Monthly Reconciliation**

Each Department Head/Elected Official shall be sent a monthly billing statement identifying purchases listed for them or their respective department. It is the personal responsibility of each Department Head/Elected Official to ensure the proper itemized receipts are submitted along with the billing from the credit/purchasing card company to the Clerk's office for timely processing of payment to avoid service charges. The Clerk's office will develop standards by which departments will reconcile credit/purchasing card billing statements. The Department management staff along with the Clerk's Office will review and approve all transactions.

Receipts handed in must contain: date, name of establishment, and itemized detail of items purchased. Cardholders are responsible for obtaining a duplicate receipt from the vendor for any lost receipt. Any credit/purchasing card transactions submitted without proper documentation may be deemed the personal obligation of the individual initiating that transaction and will be immediately reimbursed to the County by the cardholder.

The use of the credit/purchasing card for any non-county purchases will not be tolerated. The cardholder will responsible for repayment of any unauthorized charges he/she may initiate. **Payment for unauthorized charges may be made by the cardholder in various forms including setting up deductions from the employee's or elected official's County paycheck after approval from the Board of County Commissioners.** Final decisions regarding deductions from a paycheck will be made by Commissioners.

In the event of a disagreement between the clerk's office and the Department Head/Elected Official, the matter will be referred to the Commissioners for resolution.

### **Termination of Employment or Transfer**



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Prior to separation from the County or transfer to another department, the cardholder shall surrender the credit/purchasing card to the Clerk's Office. The department head is responsible for notifying the Clerk when a card holder leaves county employment or transfers.

### **Billing Inquiries**

In the event of inconsistencies in a bill or incorrect charges, the Cardholder will initiate the dispute process. A dispute is a disagreement between the Cardholder and the merchant with respect to a transaction. It is the office/department responsibility to ensure that resolution of all disputes are properly tracked and reflected on the statement of account or invoice. The cardholding office/department will immediately notify the County Clerk's office of disputed charges and actions taken to resolve the matter. Any credit/purchase card transactions submitted without proper documentation will be handled as described under the Monthly Reconciliation section of this policy.

### **Lost or Stolen Credit Card**


It shall be the responsibility of the card holder to cancel a lost or stolen card immediately and to notify the Clerk's office of the same. Notification should take place within 24 hours of loss. Contact information of the credit card issuer will be provided to the cardholder upon request.

### **Cancellation**

Laramie County Board of Commissioners reserves the right to cancel any individual's credit/purchasing card at any time. The County Clerk is authorized to cancel an individual's credit/purchasing card for reasons that include but are not limited to the following:

- A. Resignation or termination of employment from Laramie County;
- B. Failures to turn in receipts may result in the cancellation of the credit/purchasing card and the cardholder being held responsible for reimbursement by the County Clerk;
- C. Any cardholder who violates this policy may have his/her credit/purchasing card privileges terminated by the County Clerk.

RECEIVED AND APPROVED AS  
TO FORM ONLY BY THE  
LARAMIE COUNTY ATTORNEY

A handwritten signature in blue ink, appearing to be "M. J. [unclear]", is written over the stamp.