

#14: Credit Card Policy

I. PURPOSE

The purpose of this policy is to ~~establish~~outline the requirements for the proper use of County credit cards. ~~The use of credit cards has~~Credit cards have become a necessary charge vehicle for more efficient purchasing, as well as the standard requirement for most travel accommodations. While the County recognizes ~~that certain employees will~~the need ~~for to use a~~County credit card ~~for County operations~~ss, County credit cards~~they~~ must only be utilized in a prudent and professional financial manner. ~~The outline below clearly defines the expectations whenever the use of a credit card is warranted by a County employee.~~

II. AUTHORITY TO ISSUEZATION

~~Only t~~The County Manager, or County Commissioners, and Finance Director ~~are the only entities that can~~authorized ~~to issue a County credit card to a County employee. The Finance Director is authorized to establish a credit card limit for each credit card issued. the issuance of a new credit card to a County employee or department head.~~

III. ACCEPTANCE & RETURN

Employees issued a County credit card must comply with the terms of this Policy. Employees must agree in writing to the terms of the Policy (see Appendix) prior to accepting a County credit card.

Upon caseation of employment, an employee shall return the credit card to the Finance Director or County Manager and refrain from making any further purchases with the credit card. The Finance Director is responsible for requesting immediate deactivation of the card.

~~III-IV. RESTRICTED USE~~TERMS OF USE

~~—The use of a County credit card is subject to the following restrictions:~~Employees issued a County credit card shall abide by the following:

A. Statements. Employees shall submit all properly approved statements or expense reports to the Finance Department in a timely manner to avoid any late fees or penalties.

1. Each statement or expense report must be accompanied by a receipt that itemizes the expenses charged to the credit card. The receipt must include the date of the charge, the description of the item purchased, the merchant's name, and the specific charge incurred. If an itemized receipt is not available, or does not include all of the required information, with approval from the Finance Director, an employee may submit alternative written documentation with this information.

2. Expenses placed on a County credit card without proper documentation or approval shall be the responsibility of the employee.

- B. **Sales Tax.** County purchase are generally exempt from Maine sales tax. Employees are responsible for providing vendors or service providers with the County exemption certificate at the time of purchase.
- C. **Security.** Employees shall ensure that the card is secured in a manner that prevents unauthorized use. Employees issued a credit card are responsible for the security of the card and information contained on the card. If a card is lost, stolen, or otherwise compromised, it is the employee's responsibility to immediately notify the Finance Department.
- D. **Authorized Use.** Employees are responsible for discussing the scope and nature of permitted purchases that are put on a County credit card with their Director, Deputy Director, Captain level supervisor or above, or the County Manager prior to use. All purchases made with a County credit card must comply with all other applicable policies, including the County Purchasing Policy (Policy #5).
- E. **Travel Expenses.** Employees using a County credit card for travel expenses shall ensure that the credit card statement that includes any travel expenses is submitted to the Finance Department in accordance with the requirements in the Meal & Travel Allowance & Reimbursement Policy (Policy # 4).

V. **RESTRICTED USE**

The use of a County credit card is subject to the following restrictions:

- A. No personal purchases or purchases unrelated to County business shall be charged to a County credit card.
- B. No alcoholic beverages shall be charged to a County credit card.
- C. No cash advances are permitted on a County credit card.
- D. No purchases may be placed on a County credit card that violate any other County Policy or state or federal law.
- A. No personal or private expenditure shall be charged to a County account.
- B. No regular operating expenses (i.e., monthly telephone charges, etc.) shall be charged to a credit card.
- C. Each expense charge must be accompanied by a receipt and a brief explanation. (For example, if the expense is for meals or food, note on the receipt if it was for a luncheon meeting and how many by name were included on the bill.) In other words, each expense should have the same type of documentation that you would include on a request for reimbursement.
- D. Travel expenses (i.e., airfare, hotel room, conference registrations)
- E. Clear documentation and receipts shall be submitted and attached to each credit card statement prior to payment. One receipt should be attached reflecting each charge on the card. If no receipt is available, then a note with full explanation shall accompany the statement.
- F. No cash advances will be permitted on the County credit card.

~~G. All statements shall be submitted with required documentation in a timely manner to the Finance Department. No late fees or interest payments should be incurred as a result. Expenses without proper documentation shall be the responsibility of the cardholder (employee).~~

~~IV.~~ VI. VIOLATIONS

Violations of ~~the County's credit card p~~this Policy ~~may~~shall result in revocation of credit card privileges and/or disciplinary action, including termination of employment, and/or prosecution.

~~EFFECTIVE: March 11, 2019~~ DECEMBER , 2025

APPENDIX

EMPLOYEE CREDIT CARD ACKNOWLEDGEMENT

I, _____ (employee name), acknowledge that I have received a credit card issued by Cumberland County. By signing below, I understand and agree to the following:

I have been provided with, read, and agree to comply with the County Credit Card Policy (Policy #14 in the *Cumberland County Administrative Regulations*). I understand that I am responsible for complying with all other applicable County policies when using the County credit card, including, but not limited to, the Purchasing Policy (Policy #5) and Meal and Travel Reimbursement Policy (Policy #4). I understand that violation of the County Credit Card Policy may result in revocation of credit card privileges, disciplinary action, including termination, and/or prosecution.

I agree that my usage of the credit card may be monitored and audited by Cumberland County. I have no expectation of privacy in regards to any transactions made using this credit card.

I agree to promptly report any loss, theft, or unauthorized use of the credit card to the Finance Director and/or County Manager. I agree to fully cooperate in any investigation relating to the credit card's misuse, loss, or theft, and to assist in the recovery or security of the credit card if necessary. I understand that I am responsible for the full amount of any unauthorized charges, including any additional fees or penalties incurred, and agree to reimburse the County for these costs.

I agree to return the credit card immediately upon cessation of employment or request from the County Manager.

Employee Signature: _____ Date: _____