

SHELBY COUNTY CREDIT CARD POLICY

Departmental Credit Cards

Statement of Policy: A Shelby County Credit Card program has been designed and implemented to allow for direct purchases. It also may include cards such as gas cards and others as approved by the County Clerk's office. The cards should be used to eliminate the need for direct reimbursements when authorized by the respective department head, agency head or Shelby County Finance Committee. The Credit Card should not be used if there is an alternate form of purchase such as an invoice. Credit use should be limited to emergency purchases, travel, online purchasing, or in situations where a vendor will not allow Shelby County to have terms. All travel (lodging, fuel, meals) should comply with the Shelby County Travel Policy as well as all applicable State and Federal laws.

How to obtain a card:

Requests for a credit card can be made by a department head, board member, agency head or at the request of the Finance Committee through the County Clerk's Office by completing the Credit Card application/agreement form (see attached). A copy of this form will also be available on the county website under the County Clerk's office.

Documentation and billing:

All department/agency heads are responsible for making sure all the proper back up documentation is attached when the statement is submitted for payment.

An original, itemized receipt for the merchandise or services must be obtained by accounts payable for reporting of the expenditure. If the receipt is missing, a detailed claim form **MUST** be turned in with the credit card statement. This form can be obtained from the County Clerk's office or on the County website. If these items are missing, you will be contacted before the statement can be paid. No credit card statement should be turned in without proper GL coding and approval.

It is the responsibility of the card holder to work with any vendor they are using to ensure the vendor understands that Shelby County is a tax-exempt organization. The card holder is responsible for making sure all vendors are aware and supplied with a current tax-exempt form.

Problems with card use or Loss of credit card:

Any problems associated with an assigned card should immediately be reported to the County Clerk's office. Any lost cards should also immediately be reported to the County Clerk's office and your direct supervisor, agency head or finance committee.

Shelby County, IL Credit Card Policy User Agreement:

1. I will not use the Shelby County issued credit card for personal use, cash advances, unauthorized travel, entertainment expenses, tips, alcoholic beverages, substances, services or materials which violate a Shelby County policy, State, or Federal law.
2. I will not use the Shelby County issued credit card for property lease, gifts, or gift cards (some exceptions apply)
3. I will not allow a non-Shelby County employee access or use of a Shelby County issued credit card.
4. Purchases may be made at the direction of the Department head, agency head or authorized committee.
5. I agree to the immediate surrender of my card should I be reassigned, relocated, resigned or terminated.
6. I understand that any violation of the Shelby County credit card policy will result in a referral to the Finance Committee and the Shelby County States Attorney with a possible 90-day suspension of privileges. Card privileges can be restored at the discretion of the Finance Committee after the 90-day suspension concludes. Restored privileges are not a guarantee. All violations to this policy could result in permanent suspension of credit card use and the States Attorney will be responsible for any action to be taken.
7. I understand that Shelby County is responsible for all charges made with issued card. Shelby County will use all means possible to recover charges made by any individual in violation of Shelby County policy, state or federal law.
8. Note: Having a credit card is a privilege and a matter of convenience. It is the expectation of the Shelby County Board that all users are good stewards of Shelby County taxpayer funds and will be held responsible for unauthorized usage.
9. I have read, understand, and have access to the Shelby County Travel Policy.
10. I agree to comply with the terms and conditions here in.

Card Holder: _____
Signature Date Printed Name

Department Head: _____
Signature Date Printed Name