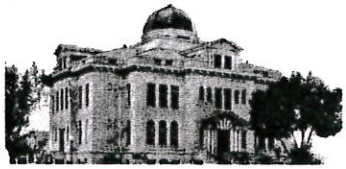
James Edwards
Commissioner District One

Debra L. Zwirn, Chair
Commissioner District Two

David G. Donaldson
Commissioner District Three



Office Phone
970-522-0888
FAX 970-522-4018
TTY 970-526-5383

Web: www.logancountyco.gov
E-mail:commissioners@logancountyco.gov

OFFICE OF THE BOARD
LOGAN COUNTY COMMISSIONERS
315 MAIN STREET SUITE 2
STERLING, COLORADO 80751

MEMO

To: Elected Officials, Department Heads
From: Board of County Commissioners
Re: Credit Card Policy/Logan County Card Issuance Agreement
Date: June 3, 2011

Attached is the Logan County Credit Card Policy adopted by the Board of Commissioners on May 31, 2011. Please review this policy and distribute copies as necessary to your employees who hold county credit cards.

Every elected official, department head or employee who currently holds a county credit card should sign the Logan County Card Issuance Agreement and return it to the Finance Department by June 15, 2011.

If you have any questions, please don't hesitate to contact us.

Sincerely,

BOARD OF COMMISSIONERS
LOGAN COUNTY, COLORADO

Debra L. Zwirn

Debra L. Zwirn, Chair

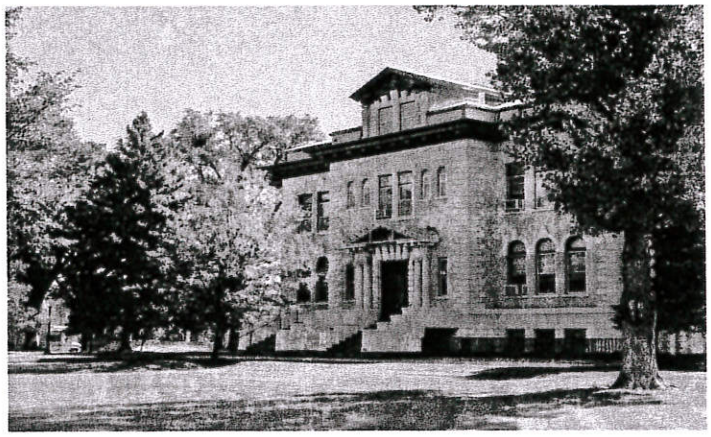
James Edwards

James Edwards

David G. Donaldson

David G. Donaldson

/jc



LOGAN COUNTY CREDIT CARD POLICY

BOARD OF COUNTY COMMISSIONERS

LOGAN COUNTY, COLORADO

Debra L. Zwirn 4 May 31, 2011

Debra L. Zwirn, County Commissioner Date

James Edwards 5-31-11

James Edwards, County Commissioner Date

David G. Donaldson 5-31-11

Dave Donaldson, County Commissioner Date

Adopted May 31, 2011
Effective Period: Until Superseded
Review Schedule: Annual

Credit Card Authority:

The authority to be issued a credit card and the associated credit card limit shall be authorized and approved by the Board of County Commissioners. Elected Officials and Department Heads may request credit cards for themselves or employees as warranted. It is the responsibility of the Elected Official or Department Head to provide oversight for the use of credit cards by employees under their supervision, and the charges they incur. It shall be the responsibility of the Elected Official or Department Head to recover the County credit card from an employee prior to their termination and to turn the card in to Finance for immediate cancellation.

Prior to an employee receiving their authorized credit card, the employee shall be required to sign the Employee Credit Card Issuance Agreement governing use of the card and reflecting their understanding of the county policies.

The only credit cards authorized by the County are bank credit cards issued by a bank selected by the Board of County Commissioners. Vendor credit and purchasing cards are not permitted, except as specifically authorized by the Board of County Commissioners.

- Credit cards may be used for purchases that cannot be accommodated within the normal County purchase processing time, up to the credit limit of the card.
- Payment with County financial check is the preferred method for paying out of town lodging in order to avoid paying sales tax but the credit card can be used to reserve the room. Individuals may need to utilize own credit card and request reimbursement for their expenses.
- Credit cards shall not be used for cash advances or for meals that the employee will request reimbursement for. Employees are required to provide names for meals purchased for other employees.
- The credit card may not be used to purchase fuel for privately owned vehicles or other personal expenditures.

Failure to comply with the credit card policies shall result in cancellation of the card, and may include disciplinary action up to and including termination by the appropriate Elected Official or Department Head.

Responsibility:

Elected Officials and Department Heads are responsible for verifying the charges on the statement and submitting by voucher to Finance for timely payment. Every effort to avoid paying sales tax on purchases must be made.

Credit card statements, with original receipts, must be attached to the voucher when forwarding to Finance Office for payment. Receipts for meal purchases must detail individual food and/or beverage items; conference agendas listing beginning and ending dates and time; lodging receipts specifying all daily charges, etc. The illustrations above are examples and are not all inclusive. Logan County will not reimburse for alcohol.

The voucher will be submitted to Finance at a minimum of 12 days prior to due date to avoid late fees or interest charges. If the statement is not provided on time to allow sufficient processing time, contributing factors will be reviewed determining the person responsible for not submitting timely who then may be personally responsible for any late fees and may be reason for Board of County Commissioners to cancel their credit card. Appeals can be made to the Board of County Commissioners.

The Finance Department will review account codes to ensure consistency and insure that correct codes have been used. If receipts do not have the required information, the charges shall be considered personal and the individual will be responsible for paying.

Lost or stolen credit cards shall be reported to the Finance Department immediately so they can be cancelled.

LOGAN COUNTY

Credit Card Issuance Agreement for Logan County Employees

Pursuant to the Logan County general policies regarding use of county credit cards, I agree to the following conditions, procedures and policies regarding the issuance and use of the credit card issued in my name:

I agree to use the county credit card solely for county business, and not to use the card to obtain cash advances or for personal purchases. I agree to provide detailed receipts to support each use of the card at the time a voucher or credit card authorization form is prepared. I agree to submit the required information to the appropriate person (i.e. Department Head or Elected Official) five days from the receipt of the statement. so the bill can be processed on time and the county will not incur any late fees or interest charges. If the statement is not provided within the five days allowed I agree to be personally liable for the late fees incurred.

I acknowledge that per the Logan County Credit Card Policy, my department head or elected official is responsible for timely submitting of the statement to the Finance Office for payment.

I agree the use of the credit card is for purchases that cannot be accommodated within the normal purchase processing time of the county. I also agree to make every effort to avoid paying sales tax on purchases.

I agree that if my credit card is lost or stolen, I will contact the Finance Department immediately so the card can be cancelled and a new one issued. I agree not to lend my credit card to anyone else. I agree to return my credit card to the Finance Department for cancellation upon separation of my employment with the county. I agree that failure to comply with this Logan County Credit Card Issuance Agreement will result in cancellation of the card, my payment of restitution for any unauthorized charges and payment of the county's cost of collection, including attorney's fees, if any. As an employee, it may include disciplinary action up to and including dismissal by the appropriate Elected Official or Department Head. I acknowledge that the County may revoke it's authorization for my continued use of the county credit card, and cancel the card, at any time and for any reason, and that further use of the card after I receive notice of cancellation will be unauthorized.

I agree that, upon my separation of employment with the county, any unpaid restitution I owe the county for unauthorized use of the credit card may be deducted from my final paycheck at that time.

_____	_____
Employee Printed Name	Date
_____	_____
Employee Signature	Card Number
_____	_____
Date Card Issued	Issued By

Adopted May 31, 2011
Amended January 18, 2012
Effective Period: Until Superseded

LOGAN COUNTY

Credit Card Issuance Agreement for Department Heads and Elected Officials

Pursuant to the Logan County general policies regarding use of county credit cards, I agree to the following conditions, procedures and policies regarding the issuance and use of the credit card issued in my name:

I agree to use the county credit card solely for county business, and not to use the card to obtain cash advances or for personal purchases. I agree to provide detailed receipts to support each use of the card at the time a voucher or credit card authorization form is prepared. I agree to submit the required information to the Finance Office according to the Logan County Credit Card Policy so the bill can be processed on time and the county will not incur any late fees or interest charges. If the statement is not provided within the time frame allowed I agree to be personally liable for the late fees incurred.

I agree the use of the credit card is for purchases that cannot be accommodated within the normal purchase processing time of the county. I also agree to make every effort to avoid paying sales tax on purchases.

I agree that if my credit card is lost or stolen, I will contact the Finance Department immediately so the card can be cancelled and a new one issued. I agree not to lend my credit card to anyone else. I agree to return my credit card to the Finance Department for cancellation upon separation of my employment with the county. I agree that failure to comply with this Logan County Credit Card Issuance Agreement will result in cancellation of the card, my payment of restitution for any unauthorized charges and payment of the county's cost of collection, including attorney's fees, if any. I acknowledge that the County may revoke it's authorization for my continued use of the county credit card, and cancel the card, at any time and for any reason, and that further use of the card after I receive notice of cancellation will be unauthorized..

I agree that, upon my separation of employment with the county, any unpaid restitution I owe the county for unauthorized use of the credit card may be deducted from my final paycheck at that time.

_____	_____
Elected Official/Dpt. Head Printed Name	Date
_____	_____
Elected Official/Dpt. Head Signature	Card Number
_____	_____
Date Card Issued	Issued By

Adopted May 31, 2011
Amended January18, 2012
Effective Period: Until Superseded