

A M E N D E D

POLICY NO. 68

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF ST. CLAIR

SUBJECT: Credit Card Policy

AMENDED: July 15, 2008

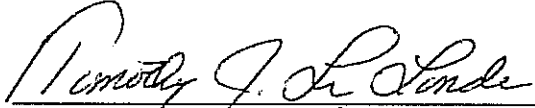
Legal Citation: Public Act 266 of the Public Acts of 1995, being M.C.L.A. 129 241

In accordance with the above legal reference, Policy #68, adopted June 18, 1996 by Resolution No. 96-19 is herewith amended as follows:

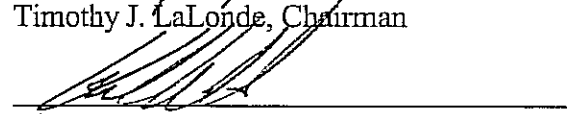
The procurement and use of road commission credit cards is to be carried out in accordance with the following:

1. The Managing Director, Director of Internal Services and Director of Engineering will be issued a road commission credit card, provided the following incorporated procedures are utilized:
 - a. Only goods or services for the official business of the Road Commission may be purchased; use shall be limited to: travel, meals and accommodations while on road commission business (the purchase of alcohol and alcoholic beverages will be prohibited), and the purchase of goods when a purchase order will not be accepted.
 - b. Gas, oil and other necessary expenses incurred in operating a commission owned vehicle for the official business of the road commission.
2. The Director of Internal Services will be responsible for issuing, monitoring and overseeing the compliance of this policy.
3. As soon as possible following credit card use, a detailed copy of the appropriate vendor's credit card receipt will be submitted to the Director of Internal Services. In the event no receipt was obtained, the employee will submit a signed voucher indicating the name of the vendor, date of purchase, type of purchase, reason for purchase and the appropriate expenditure account. Continued failure to obtain detailed receipts may result in forfeiture of privilege.
4. The individual issued a credit card will be responsible for its safekeeping. In the event a credit card is lost or stolen, the Director of Internal Services will be notified as soon as possible following loss of the card. Credit cards shall be returned to the Director of Internal Services upon termination of road commission employment or service.

5. The Director of Internal Services shall maintain an up-to-date list of all credit cards, along with credit limits established, date of issue or date of return. Each employee issued a credit card shall receive a copy of this policy and must indicate agreement with the terms and provisions of this agreement.
6. The Director of Internal Services shall not approve a payment to the entity issuing a credit card until all transactions have been verified, including the approval of all transaction invoices if issued. The balance, including interest due or an extension of credit under the credit card arrangement, shall be paid no later than 60 days of the initial statement date.
7. The Director of Internal Services will be responsible to review credit card use to ensure that transactions are in compliance with this policy. Transactions which appear to be outside of the provisions of this policy will be reported to the Managing Director for investigation and action.
8. Credit card use violations may be subject to disciplinary actions (internal) and/or criminal prosecution (external) as deemed appropriate by the Managing Director. Internal actions will include reimbursement to the commission for all unauthorized expenditures and may also include the following:
 - a. Verbal counseling
 - b. Written reprimand
 - c. Suspension
 - d. Termination



Timothy J. LaLonde, Chairman



Kirk D. Weston, Managing Director

Adopted: 06/18/96
Amended: 10/06/98
Amended: 02/15/00