RESOLUTION 4-2014
A RESOLUTION CREATING A POLICY
FOR THE USE OF A COUNTY CREDIT CARD

WHEREAS, the Board of Commissioners has authorized the application of credit cards from U.S. Bank for use by County employees for County purchases; and

WHEREAS, two credit cards have been delivered to the Madison Valley Manor, two credit cards have been delivered to the Tobacco Root Mountains Care Center, and two credit cards have been delivered to the Madison County Finance Office.

WHEREAS, the Board of Commissioners must establish a policy for the use of these cards.

NOW THEREFORE, BE IT RESOLVED by the Madison County Board of Commissioners that the following Credit Card Policy becomes effective immediately:

1. The two credit cards at each Nursing home will be kept by the Administrator or the Office clerk at each facility, and two credit cards will be kept by the Madison County Finance Office.
2. Employees needing to use the card will physically secure the card for that use from the person in each facility in charge of tracking the card purchases.
3. The person/persons in charge of each card will keep a list that will include who checked out the card, the date the card was received and the date it was returned, what was purchased, and from where it was purchased.
4. The credit card numbers or other information should not be written down. In the event that the information must be written down, the document it is written on should be shredded or destroyed as soon as possible after the transaction so that it is not available for someone else to use.
5. When returning the card to the Finance Office or Nursing Homes Offices, the employee returning the card will also return the invoice or other documentation showing what was purchased and from whom. The invoice should be properly coded and it should be clearly written on the invoice that it was paid by the credit card. This will let the Finance Office know how to bill out charges when they receive the credit card bill.
6. County credit cards are for County purchases only and shall never be used for personal items.
7. In the event a card is lost or stolen, or if there is indication that the card has been used inappropriately, please contact the Commissioners’ Office immediately so the card can be cancelled.
8. Unauthorized use of these credit cards could lead to disciplinary actions, up to and including termination in accordance with the Madison County Personnel Policy. Additionally, unauthorized use of these credit cards could result in criminal prosecution.

APPROVED BY THE BOARD OF COMMISSIONERS THIS 13th DAY OF JANUARY, 2014.

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JAMES P. HART, CHAIRMAN     ATTEST:  __________________
___________________________  Peggy Kaatz Stemler
DAN A. HAPPEL                Clerk and Recorder
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DAVID SCHULZ