

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

In the Matter of an Order Adopting the)
2023 Curry County Credit Card Policy) ORDER NO. 23328
)

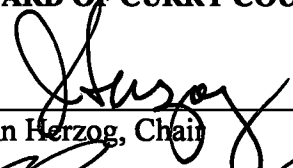
WHEREAS, the County has a program to assign Directors/Elected Officials of Curry County with a Curry County credit card; and

WHEREAS, a Credit Card User Agreement is required to be signed by all Credit Card Holders,

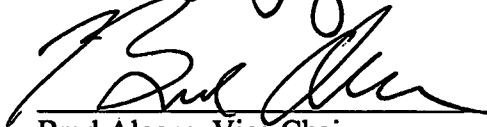
WHEREAS, the attached Policy has been drafted to set guidelines, procedures and expectations to all holders and users of County credit cards.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT that the 2023 Credit Card Policy, attached hereto and incorporated herein by reference, is adopted and shall be observed by all County Departments.

DATED this 6th day of December, 2023. **BOARD OF CURRY COUNTY COMMISSIONERS**

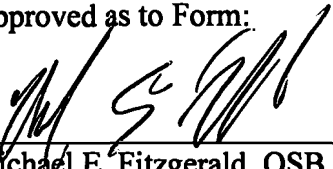


John Herzog, Chair



Brad Alcorn, Vice Chair

Approved as to Form:



Michael E. Fitzgerald, OSB #950738
Curry County Legal Counsel



Jay Frost, Commissioner

CJ2023-363
Curry County Clerk, Shelley Denney
Filed Date 12 / 19 / 23
Time 10:20 AM - 4:00 PM
Deputy Sunday Harris



CURRY COUNTY CREDIT CARD POLICY

GUIDELINES, PROCEDURES AND EXPECTATIONS FOR ALL CREDIT CARD HOLDERS

Purpose:

- To set forth policy with the accompanying procedures for Curry County's Credit Card Program.
- To ensure appropriate internal controls.
- To promote operational efficiency by empowering employees with the proper authority to purchase items directly from merchants to meet departmental needs.
- To ensure that Curry County will bear no legal liability from the inappropriate use of credit cards.

Cardholder Eligibility:

- Card user must be an employee of Curry County.
- Elected Officials and Department Heads are responsible for approval, setting limits, and training of individuals under their supervision.
- Authorized individuals must sign a Curry County Credit Card Agreement bearing the Elected Official or Department Head's approval before a card is released to an employee.

Restrictions:

- Cash advances are prohibited.
- All refund transactions will be processed as a credit transaction on the card.
- No alcoholic, tobacco, marijuana products, or any other illegal items.
- No personal use.
- No purchase of gift cards.
- Purchase limits are set by the Elected Official or Department Head.
- Gasoline purchases for personal vehicles are prohibited.
- No personal rewards or other personal gains through card usage.

Responsibility/Charge Approval:

Elected Official or Department Heads are required to:

- To review each cardholder's purchases to ensure items were purchased within the adopted policy.
- Verify purchases were made to meet approved departmental needs.
- To inform the Finance Department in writing of questionable purchase(s) within one (1) business day of becoming aware of the violation. This report shall include a description of the violation and the disciplinary action taken.
- To appropriate disciplinary actions for misuse.

Consequences:

Improper use of a credit card may result in any of the following corrective actions:

- Additional training.
- Personal reimbursement for the unauthorized purchase(s).
- Revocation of the approval to use the card.
- Disciplinary action determined by the Elected Official or Department Heads up to and including termination depending upon the degree of the violation.
- The Finance Department reserves the right to suspend the use of a credit card in the event of suspicious or unauthorized activity. The Finance Department will provide written notification of the suspension to the Elected Official or Department Head within one (1) business day. The parties will work together to resolve the concern.

Policy Statement:

- Master Card Policy requires cards be issued to an individual. The first line is the individual's name.
- Purchases shall only be for authorized purchase of goods and/or services required to conduct County business.
- Purchases must comply with all applicable federal, state, and local laws, rules, and regulations, and Curry County Policies and Procedures.
- Elected Officials and Department Heads shall establish appropriate departmental financial and budgetary controls regarding the assignment and use in compliance with Curry County Policy.
- Each transaction must include complete documentation and be signed by the user. In the event that a signature is not possible, proof of the approved electronic transmission must be submitted.
- Responsibility for purchases made without receipts and complete documentation are the responsibility of the card user and not Curry County. Employees will be required to sign an agreement accepting responsibility for unauthorized charges including those without receipts and/or complete documentation. In rare circumstances the Elected Official or Department Head have the authority to accept an employee statement in lieu of receipts.
- Elected Official or Department Head must review and reconcile monthly statements to ensure all charges are legitimate, returns or exchanges are applied, and use is within the department's established budget. Signature on the first page of the monthly statement will serve to confirm these actions.
- Authorized personnel are responsible for ensuring card information is secured.
- Authorized personnel must sign the back of the card immediately upon receipt. In those circumstances where the card is issued to a position or department, rather than an individual, the card shall be signed "see ID", or, be signed by the Department Head.
- Use of the card for travel must comply with Curry County Policy and be accompanied by the proper travel expense documentation and forms prior to making purchases.
- Meals while traveling must comply with Curry County Policy and be accompanied by the proper documentation and forms prior to making purchase.

- Lost or stolen cards must be reported immediately to the Finance Department and will be cancelled.
- Disputed transactions are the responsibility of the Elected Official or Department Head. Written confirmation of such actions must accompany the monthly review.
- Elected Official or Department Heads are responsible for collecting cards from employees no longer eligible to hold credit cards.
- The collected cards with supporting documentation of the termination of authorized use must be delivered to the Finance Department within one (1) business day.
- The Finance Department is responsible for card cancellation, destruction, changes, and meeting records retention requirements.