

**DEKALB COUNTY GOVERNMENT
CREDIT CARD POLICY**

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This page showing current page dates of the Credit Card Policy will be updated on the County's web page each March at www.dekalbcounty.org. This page was last reviewed for updates as of March 1, 2018.

CREDIT CARD POLICY

- 1.1.0** Whereas, several Department Heads have requested that the county provide credit cards for use by their departments for the purchase of goods and services for instances when payment by cash or check is not expedient, practical, or desirable, and
- *(Adopted 03/15/2000)*
- 1.2.0** Whereas, the Administrative Services Committee has reviewed this request and concurred that this would be a useful tool for County Departments, and
- *(Adopted 03/15/2000)*
- 1.3.0** Whereas, the Administrative Services Committee requested that a policy regarding credit cards be enacted prior to the obtaining and use of credit cards by Departments, and
- *(Adopted 03/15/2000)*
- 1.4.0** Whereas, the Administrative Services Committee has now recommended such a policy which will provide guidelines for Departments regarding credit cards;
- *(Adopted 03/15/2000)*
- 1.5.0** NOW, THEREFORE, BE IT RESOLVED by the DeKalb County Board that the attached Credit Card Policy is hereby adopted for the purchase of goods and services as it relates to the conduct of County business.
- *(Adopted 03/15/2000)*

2.1.0 Purpose

To allow departments to purchase goods and services directly from vendors when those items are needed, but it is not expedient, practical, or desirable to have either a check or cash available when payment is demanded.

- *(Adopted 03/15/2000)*

2.1.1

The Finance Office will select a company to use to obtain the necessary credit cards and establish a line of credit with that company. Consideration will be given a company who can meet the general purchasing needs of the various County departments and the billing and payment requirements of the County.

- *(Adopted 03/15/2000)*

2.1.2

Each Department Head will determine how many cards are needed for their department and which employees will be allowed to use them. All employees issued a credit card must sign an acknowledgment form recognizing their responsibility to comply with the County's policy regarding credit cards

- *(Adopted 03/15/2000)*

2.1.3

The Finance Office will establish appropriate credit *limits* for each card, recognizing that individual cards may vary with the types of goods and services which are anticipated to be acquired.

- *(Adopted 03/15/2000)*

2.1.4

The use of this card is restricted for DeKalb County Government to acquire goods and services which are appropriate for the conduct of *the County's business*.

- *(Adopted 03/15/2000)*

2.1.5

Each Department Head is responsible for the use of the cards by their department. The Department Head is responsible to make sure that any charges are authorized County expenditures and that adequate monies are available within the department's approved *budget*.

- *(Adopted 03/15/2000)*

2.1.6

No personal expenditures are allowed by employees with the credit cards, even if the intent is to re-pay the County at a future point.

- *(Adopted 03/15/2000)*

2.1.7

Credit Card Bills submitted to the Finance Office for payment must include supporting documentation, such as receipts and invoices, which clearly show what goods and services were purchased using the credit card.

- *(Adopted 03/15/2000)*