

## DELAWARE COUNTY

Subject	Effective	Supersedes	This Sheet	Total
Credit Card	1/1/97		1	2

### 1.0 Purpose

The purpose of the county credit card(s) is to benefit Delaware County and its employees by assisting departments/individuals with the payment of work-related expenses and/or emergency situations where costs to Delaware County property can occur.

### 2.0 Scope

To all departments under the direction of the Board of County Commissioners.

### 3.0 Distribution

To all departments under the direction of the Board of County Commissioners.

### 4.0 Definitions

Delaware County Credit Card - gasoline/gasoline company credit card  
telephone/telephone company credit card

Credit Card Application Form - this form is a request for the departments / individuals to use a credit card for its designated reasons.

### 5.0 Policy

In order to assist departments with the payment of work-related and/or emergency expenses, it is in the best interest to have certain credit cards available. County credit cards issued to a departments/ individuals will be held responsible for its proper use. The following guidelines were established to assure the proper use of the county credit cards.

County credit cards will issued solely in the name of the requesting departments/individuals. Departments/individuals requesting an application for county credit card must be submitted to and approved by the County Commissioners. Each application must include the employee names who will be authorized to use the credit card. If need be, employee names can be withdrawn from the authorized use list at anytime during the fiscal year. At the beginning of each subsequent fiscal year, the department supervisor will be required to submit an authorized use list of employee names. At this time, employee names can be added to the authorized use list for approval. The County Commissioners will have final approval regarding the authorized use list. The County Commissioners will grant the credit limit regarding each county credit card issued.

County credit card can only be used for certain specified and authorized purposes. The purposes for use are limited to the following types of work-related expenditures:

Telephone.

Gas and oil for county owned or leased vehicles.

Minor motor vehicle maintenance for county owned or leased vehicles.

Emergency motor vehicle repair for county owned or leased vehicles.

If an employee is caught using a county credit card and their name is not included on the authorized use listing, the employee will be disciplined accordingly. Anyone who uses a card for purposes other than those listed is subject to criminal penalties and disciplinary actions.

If any person authorized to use a county credit card suspects the loss, theft, or unauthorized use that person should notify the department supervisor or the county commissioners immediately.