

RESOLUTION #18-12

A Resolution Revising Resolution #03-18:
A Resolution Authorizing the Use of Credit Cards by
County Employees under Restricted Guidelines

WHEREAS, SDCL 4-3-27 authorizes the use of credit cards by local government officials and employees for the purchase of materials, supplies, equipment, or other authorized transactions for the benefit of the local government entity. This includes the use of credit cards for pre-approved travel, conference, and education expenses that cannot be directly billed to the County, including motel rooms, air fare, registration fees and gas for county vehicles.

WHEREAS, before authorizing the use of a credit card or electronic payment, the governing body shall, by resolution, establish policies providing for the use and accountability of credit card purchases or electronic transactions.

WHEREAS, the Brookings County Board of County Commissioners has determined that the County has a need for credit card use.

NOW, THEREFORE BE IT RESOLVED, by the Brookings County Board of County Commissioners that the following policy is adopted to govern the use of county credit cards by elected officials, department heads and county employees:

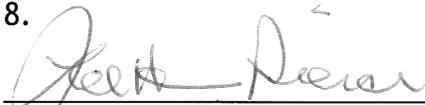
1. The County will make available four (4) credit cards for use by elected officials, department heads, county employees when authorized by their department heads, and the Board of County Commissioners. The credit limit shall be set at \$3,000 for each credit card.
2. Each elected official and/or department head is responsible for the use of the cards by their department; is responsible for making sure that any charges are authorized county expenditures; and is responsible for knowing that adequate monies are available within the department's approved budget prior to any purchases.
3. The credit cards must be checked out from the Commission Department. Employees checking a card out must sign the log provided. When the card is returned, the employee must sign the card in on the log provided. The employee must also include receipt(s) obtained from the point of sale and/or an invoice(s) for all expenditures incurred on the card while it was in their possession. The employee is also responsible for ensuring that duplicate receipts and/or invoices are obtained if the original is lost. And the employee must provide a general ledger budget line for each expenditure incurred on the card while it was in their possession.
4. Credit cards can be checked out for three (3) days unless there is extended travel involved. If a card is not returned within the allotted time, the card may be temporarily turned off and/or future use of credit cards may be denied.
5. County credit cards may not be used to pay for any item which does not directly benefit Brookings County.
6. Personal use of the credit cards is strictly prohibited. Misuse of a county credit card will be considered grounds for disciplinary action up to and including termination. All improper charges are the responsibility of the employee.
7. Employees must advise all vendors that all purchases are tax exempt. Any tax charges will not be removed by the Finance Office. If tax is charged, it is the responsibility of

the elected official and/or department head to have the tax removed or reimburse the county.

8. The employee shall not allow anyone else to possess and utilize a county credit card at any time for any reason.
9. Cash advances are prohibited.
10. Purchase of tobacco or any alcoholic beverages is prohibited.
11. County credit cards may not be used to pay for meals that qualify for reimbursement through per diem or for fuel if the individual qualifies for mileage reimbursement.
12. Credit cards should not be used for purchases when other methods of payment, i.e. direct billing, invoicing, are available.
13. All employees that check out a county credit card are responsible for their protection and custody, and shall immediately notify the Commission Department if a county credit card is lost or stolen.

ALSO, THEREFORE BE IT RESOLVED, that this resolution supersedes Resolution #03-18 in its entirety.

Approved this 17th day of April, 2018.



Chairperson, Brookings County Commission

ATTEST:



Finance Officer
Brookings County

RESOLUTION #03-18

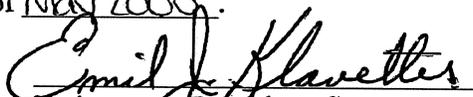
A RESOLUTION AUTHORIZING THE USE OF CREDIT CARDS BY COUNTY EMPLOYEES UNDER RESTRICTED GUIDELINES.

WHEREAS, the Brookings County Board of Commissioners desires to authorize the use of credit cards by County Employees under restricted guidelines.

THEREFORE BE IT RESOLVED BY THE BROOKINGS COUNTY BOARD OF COMMISSIONERS that credit card use will be allowed under the following restrictions:

1. The county will make available three credit cards for use by Department Heads, county employees when authorized by Department Heads, and the Board of County Commissioners.
2. The credit card can only be used for pre-approved travel, conference, and education expenses that cannot be directly billed to the County including: Motel Rooms, Air Fare, Registration Fees, and Gas for county vehicles
3. The credit limit for each credit card is \$3,000.
4. All credit card statements will be reviewed and verified by the Brookings County Auditor. All credit charge slips must be turned in to the Auditor.

Passed and approved this 10th day of May 2003.


Chairperson, Brookings County
Board of County Commissioners



Attest:

Brookings County Auditor