



Section Financial	Policy No. 16-12	Page 1 of 2
Policy Title <u>County Credit and Fuel Cards16-12</u> <u>County Credit and Fuel Cards.docx</u>	Date: [Keywords]	Motion No. [Category]

Purpose:

This policy establishes standards for issuing, using, and monitoring corporate credit and fuel cards, aiming to ensure fiscal responsibility, transparency, and compliance with County policies and procedures.

Scope:

This policy applies to all eligible County Council members and county employees, including those wishing to receive corporate credit and fuel cards or be granted access to them for County-related activities.

Policy Guidelines:

Credit Cards

1. Card Issuance
 - 1.1. The Chief Administrative Officer (CAO) is delegated the authority to authorize the issuance of credit cards for County business needs.
 - 1.2. Corporate credit cards will be issued only to employees whose job duties necessitate business-related purchases, with prior approval required from their designated supervisor and the Director of their respective department.
2. Authorized Use
 - 2.1. Corporate credit cards are to be used strictly for official County business-related expenses, in alignment with other related County policies and procedures for purchasing and credit card usage. Personal use of the card is strictly prohibited.
3. Spending Limits
 - 3.1. A standard spending limit of \$5,000 will be set for all cardholders within the County as the default limit. The CAO must approve exceptions to the standardized spending limit for individuals with roles requiring higher spending thresholds.
 - 3.2. Regular reviews will ensure that credit card limits align with the organization's requirements. The CAO may approve adjustments based on changes in responsibilities, business needs, or other pertinent factors.
4. Temporary Limit Increase
 - 4.1. A temporary increase may be requested for one-time purchases exceeding an individual's assigned spending limit.
 - 4.2. Requests must be submitted in writing to the CAO, specifying the justification, amount, and duration of the temporary increase.
 - 4.3. Approved temporary increases will be documented, communicated, and monitored for compliance by the Corporate Services department.



Section Financial	Policy No. 16-12	Page 2 of 2
Policy Title <u>County Credit and Fuel Cards</u>16-12 County <u>Credit and Fuel Cards.docx</u>	Date: [Keywords]	Motion No. [Category]

Fuel Cards

5. Card Issuance
 - 5.1. Corporate fuel cards will be issued to employees whose job duties involve the operation of County vehicles or require frequent travel where fuel expenses are incurred.
 - 5.2. The authority to authorize the issuance of fuel cards for County business needs is delegated to the CAO.
 - 5.3. Upon issuance of fuel cards, individuals will be informed of any specific usage guidelines and restrictions.
6. Authorized Use
 - 6.1. Corporate fuel cards are to be used strictly for fuel expenses related to official County business activities.
 - 6.2. Personal use of fuel cards is strictly prohibited.

Monitoring and Compliance

The County will actively monitor payment card usage to ensure compliance with relevant County policies and procedures. Failure to comply with this policy may result in disciplinary action, including the revocation of corporate credit card usage privileges, mandatory reimbursement of non-compliant purchases, and disciplinary measures up to and including termination of employment. Adherence to these policies is crucial to maintain transparency, accountability, and responsible financial management.

Kenneth King,
Reeve

Mike Haugen,
CAO

Approved: March 30, 2006 138/06
 Amended: May 11, 2010 231/10
 Amended: August 20, 2013 373/13
 Amended: February 27, 2018 60/18
 Amended: [Keywords] [Category]
Review Date: June 2028

