

Policy on Corporate Credit Cards

General Concept

As certain County expenditures such as travel basically require the use of a credit card to obtain goods or services, and as it is unfair to require County employees to use their own personal credit cards in such situations, Polk County will use corporate credit cards on a limited controlled basis as outlined below.

Applicability

These procedures apply to all persons, offices, departments and entities for which the Board of Supervisors is budgetarily responsible. The following entities are not subject to this policy unless they elect to be covered by the procedures:

County Assessor
Joint Disaster Services

Administrative Office

The County Auditor's Central Accounting Division will be responsible for administering the issuance and use of corporate credit cards.

Overall Structure

The County will obtain multi-purpose corporate credit cards such as MasterCard or Visa from one of the County's primary banks used by the County Treasurer's Office. The cards will be issued as follows:

1. Polk County' cards with the name of an Office or Department appearing as the user name on the cards. These cards will be used internally within each office to reserve and/or pay for airfare, hotel reservations, etc.
2. Cards with the name of an individual person imprinted on them (but with the County being liable for the cards) for the following individuals if requested by an Elected Official in writing to Central Accounting:

Elected Officials
Distribution of Cards

If requested in writing by an Elected Official or County Administrator, one Polk County' card will be issued to that office or department. At the direction of Central Accounting, one additional Polk County' card may be issued to department or office that have various locations, etc.

As noted above, cards with individual names on them will be distributed upon written request from an Elected Official.

Cards should not be requested for offices or individuals who do not have a need for a card as part of their job duties.

Allowable Expenditures

County corporate cards may be used for the following categories of expenditures:

1. Travel expenses limited to airfare, hotels and local transportation such as car rentals, except for the following provision. Cards imprinted with the name of an individual person may be used for travel meal expenses. However, cards imprinted with the name of an Office or department may not be used for travel meal expenses. In all instances, all travel expenses charged to County credit cards are required to be in conformity with the County's current Travel and Expense Reimbursement Policy.
2. Employee recruitment expenses limited to advertising and travel expenses.

Other categories of expenditures may be added at the discretion of Central Accounting for any types of expenditures that are not required to be purchased through the County purchase order process.

Unauthorized Expenditures

County corporate credit cards are not to be used for personal expenditures or for County expenditures not designated as allowable expenditures by Central Accounting. The use of County credit cards for unauthorized expenditures may result in additional restrictions or loss of card use for the person making such unauthorized expenditures. Additionally, unauthorized use by employees may result in discipline, up to and including discharge.

Sales Tax

All expenditures made using the County corporate credit cards should be tax exempt from Iowa sales tax. Employees responsible for informing vendors of the sales tax exemption. If requested by a vendor, a State of Iowa sales tax exemption certificate is available from Central Accounting.

Credit Card Statement Processing

All credit card monthly statements will be mailed directly to Central Accounting to facilitate timely processing and payment. Central Accounting will make a good faith effort to process all monthly statements within the credit card grace period so as to avoid having the County incur monthly finance charges.

Credit card users will turn in supporting receipts for credit card expenditures to their departmental accounts payable person, within 15 days after a travel event. Account coding and departmental approvals will be added to the receipts before the receipts are forwarded to Central Accounting. Expenditures will be charged to the budget of the Office or Department incurring the charges. The approved receipts will then be matched to the monthly credit card statements by Central Accounting and a combined payment voucher prepared using account coding furnished by departments.

Supporting original receipts are required for each credit card expenditure. An acceptable receipt must include vendor name, amount, date and itemized description of item or service purchased. If credit card receipt only includes total expenditure amount, supporting documentation such as an itemized invoice is required to be submitted with the credit card receipt. Failure to provide acceptable documentation may result in loss of credit card privileges and/or employee being asked to pay County for undocumented expenditures.

Credit Card Fees

Annual card charges, etc. will be paid from the non-departmental budget. However, any finance charges caused by lack of timeliness by an individual, office or department or card misuse may result in finance charges being charged back to that Office, department, or individual. In addition, continuing fees caused by an individual or department may result in additional restrictions or loss of card use.

Correspondence with Credit Card Company

Employees should immediately notify credit card company and Central Accounting of any lost or stolen card.

All other correspondence with credit card company, i.e. for disputed amounts, etc. should be coordinated through Central Accounting.

Contact: Auditor's Office
515-286-3418
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