

# Erath County, Texas

## Credit Card Usage Policy

**Background:** To make official Erath County business easier for employees. Credit cards will be issued in the name of Erath County. Employees are expected to manage and use the cards wisely, and in accordance with this policy. Cards will be kept and maintained by the Auditor's Office.

### 1) Credit Card Usage

- a) Credit cards issued to Erath County employees may be used only for official County business. Authorized usage of cards include:
  - i) Hotel
  - ii) Conference Registration
  - iii) Parking
  - iv) Tolls
  - v) Air Travel
  - vi) Fuel Purchases in County vehicles only.
- b) Unauthorized use of card will not be tolerated.

### 2) Credit Card Issuance

- a) Credit cards for the County are held by the Auditor's office and will be checked out upon request and approval of use.
  - i) To obtain a credit card the County employee must complete a credit card request form and return it to the Auditor's office (at least 48 hours in advance of travel).
- b) The credit card will not be issued without an estimated cost (to ensure budget appropriations are available). At the time of issuance, a Purchase order will be required to encumber the funds.

### 3) Credit Card Loss

- a) Lost credit cards should be reported immediately to the County Auditors Office.

### 4) Billing statements and receipts

- a) Statements from the credit card company will be sent directly to the Erath County Treasurer's Office. Payment of the credit card bill is the responsibility of Erath County.
- b) Original itemized receipts and Credit Cards must be returned to the County Auditor's office the following business day after County travel.
  - i) Non itemized receipts **will NOT be** reimbursed by Erath County; they will be the responsibility of the county employee. Failure to comply will be considered an unauthorized use of the credit card.
  - ii) Itemized receipts should be attached to a completed travel expense report, and signed by department head.

### 5) Abuse of card privileges

- a) **Any unauthorized use of an Erath County credit card will subject the county employee to loss of employment, and prosecution.**