

## **JACKSON COUNTY CREDIT CARD POLICY**

County credit cards shall be used for county purchases only. County credit cards may be used for the following purchases:

1. Lodging
2. Meals for overnight meetings only
3. Fuel for County vehicles
4. Supplies
5. Equipment

County credit cards may not be used for the following:

1. Personal purchases, including day trip meals or snacks (This must be reimbursed as taxable income through payroll)
2. To secure cash for returns or cash advances
3. Alcohol
4. Tobacco
5. Gaming casino's
6. Hospitality or Entertainment

All receipts for purchases with county credit cards must be turned into the County Clerk's Office with the credit card bill. Any purchase on a county credit card without documentation may be the employee's responsibility to pay.

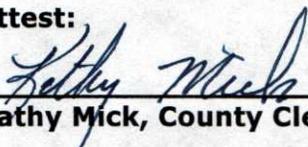
All county purchases are tax-exempt. Employees should provide Sales Tax Exempt Certificates to each vendor. This is the employee's responsibility if tax is paid to correct the transaction. The employee may be responsible to pay the tax if the transaction is not corrected.

Each employee authorized to use a County Credit card must first sign an agreement verifying they have read and agree to the terms of this policy.

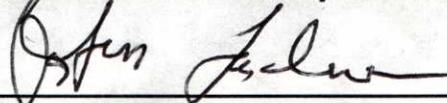
**ADOPTED THIS 30<sup>th</sup> DAY OF JANUARY, 2017.**



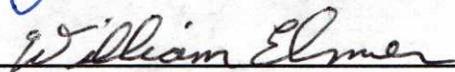
**Attest:**

  
Kathy Mick, County Clerk

**Board of Jackson County Commissioners**

  
Robin Ladner, Chairman

  
Janet Zwonitzer, Commissioner

  
William Elmer, Commissioner

JAN 30 2017

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**CREDIT CARD AGREEMENT**

**SIGN AND RETURN TO COUNTY CLERK'S OFFICE**

I, the undersigned, do hereby verify that I have read the terms of Jackson County's Credit Card Policy, and do agree to abide by the terms of this policy.

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**Department**

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**Card Type**

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**Signed**

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**Date**