

SOCORRO COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION No 2012-46  
ESTABLISHING A CREDIT CARD POLICY

**WHEREAS**, the Board of County Commissioners met in a regularly scheduled meeting on Tuesday, February 28, 2012 at 6:00 p.m. in the Socorro County Annex Building 198 Neel Ave., Socorro, New Mexico 87801; and,


**WHEREAS**, NMSA 1978, Section 4-38-13 (1953) provides that board of county commissioners shall have power at any session to make such orders concerning the property belonging to the county as they may deem expedient; and,

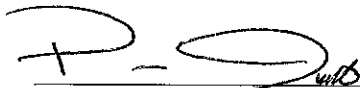
**WHEREAS**, proper credit card use by Socorro County Employees conducting County business is essential for the efficient operation of county government, for the protection of county property and for maintaining a safe & healthy work environment.

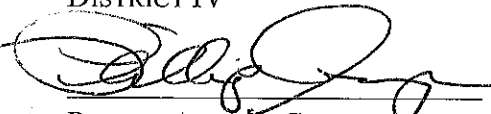
**NOW THEREFORE, BE IT RESOLVED**, by the Socorro County Board of County Commissioners that the attached Credit Card Policy is hereby enacted.

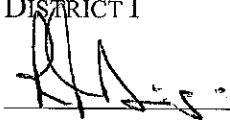
**APPROVED, ADOPTED, AND PASSED** on this 28<sup>th</sup> day of February, 2012.

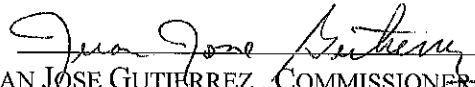
BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF SOCORRO

  
\_\_\_\_\_  
DANIEL P. MONETTE, CHAIR  
DISTRICT IV

  
\_\_\_\_\_  
PAULINE JARAMILLO, VICE-CHAIR  
DISTRICT I

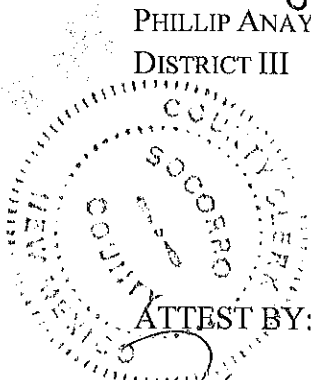
  
\_\_\_\_\_  
PHILLIP ANAYA, COMMISSIONER  
DISTRICT III

  
\_\_\_\_\_  
RUMALDO J. GRIEGO, COMMISSIONER  
DISTRICT II

  
\_\_\_\_\_  
JUAN JOSE GUTIERREZ, COMMISSIONER  
DISTRICT V

ATTEST BY:

  
\_\_\_\_\_  
REBECCA (BECKY) VEGA, COUNTY CLERK



# Socorro County Credit Card Policy

---

## Contents

- I. Purpose.....2
- II. Overview .....2
- III. Issuance .....3
  - A. Financial Institution & Credit Limits .....3
  - B. Eligible Employees.....3
- IV. Credit Card Use.....3
  - A. Business Use .....3
  - B. Spending Limits .....3
  - C. Receipts & Reporting.....3
  - D. Card Protection .....4
  - E. Use Violations.....4
  - F. Violation Consequences .....4
  - G. Internal Control .....5
- V. Credit Card Cardholder Agreement.....5
- VI. Ownership and Cancellation of the Credit Card.....5
- VII. Credit Policy Acknowledgement .....6

### **I. Purpose**

Socorro County may issue County credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Further, this policy sets forth guidelines regarding the application, use, and termination of credits cards issued to Socorro County employees.

### **II. Overview**

Use of County-issued credit cards is a privilege, which the County may withdraw at any time for any reason. Any credit card the County issues to an employee must be used for County business purposes only, in conjunction with the employee's job duties.

### **III. Issuance**

#### **A. Financial Institution & Credit Limits**

Credit cards will be issued by a financial institution designated and approved by the Board of County Commissioners. Further, the Board of County Commissioners will determine maximum credit limits issued to each eligible department. Any County-issued credit cards will not be authorized to take cash advances.

Monthly billings for County credit cards will be mailed directly to the County's accounts payable office and a cardholder may not change the billing address.

#### **B. Eligible Employees**

Employees designated by the County Manager may be issued a County credit card for charging legitimate department expenses. Departments eligible to receive a credit card are the Manager's Office, law enforcement and emergency services.

All employees who wish to obtain a County credit card must sign the addendum to this document and obtain their department head and County Manager's signature prior to receiving a credit card.

### **IV. Credit Card Use**

#### **A. Business Use**

Employees with County credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than the Company) with their own funds or personal credit cards.

The County will not regard expenses for one's own business-related use, such as lodging and meals while on company-approved business trips, as personal purchases, as long as such expenses are consistent with the County's travel and expense reimbursement policy. Any purchase must comply with the County's Procurement Policy, Resolution 2005-56, as amended, and the New Mexico Procurement Code, NMSA 1978, Sections 13-1-26 *et seq.*

#### **B. Spending Limits**

Each credit card has a pre-set limit that may not be exceeded unless there is prior written authorization from the County Manager.

#### **C. Receipts & Reporting**

It is the cardholder's responsibility to obtain transaction receipts from the merchant each time the credit card is used. It is Socorro County's policy that all receipts must accompany a purchase requisition form and be submitted to the accounts payable office immediately after purchase. Failure to provide supporting documentation may result in forfeiture of right to use the credit card. Purchases made

without proper documentation may also be denied by the Accounts Payable office and become the financial responsibility of the purchaser.

It is the cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements.

#### **D. Card Protection**

The credit card is valuable property which requires proper treatment by the cardholder to protect it from misuse by unauthorized parties. The credit card should always be treated with the same care as personal credit cards, bankcards, cash and checks. Keep your card in an accessible, but secure location. When using the credit card for internet purchases, cardholders should make sure that the site utilizes industry recognized encryption transmission tools (e.g. such as VeriSign).

When the expiration date is passed and/or after you have received a new credit card, cut the old credit card in half and give it to the Accounts Payable office.

If the credit card is lost, stolen, or in the case of identity theft, contact the issuing financial institution's 24-hour reporting number immediately then notify your immediate supervisor and the accounts payable office.

#### **E. Use Violations**

Credit Card violations may include but are not limited to:

- Purchase of items for personal use
- Purchase of items in violation of the County Travel Policy
- Allowing unauthorized users to use the County credit card
- Use of the credit card for cash advances
- Exceeding card credit line limit
- Person of items in violation of the County Procurement Policy
- Failure to promptly return the credit card when a cardholder is reassigned, terminated or at the discretion of Management

#### **F. Violation Consequences**

If any employee uses a County credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be recovered in full from the employee's next paycheck; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid. Such deductions will not take the employee's pay below minimum wage for the pay period(s) in question.

If an employee uses a County credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the County's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the County via deductions from pay until the unauthorized amount is fully

repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if a deduction for such amount would take the employee below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take the employee's pay below minimum wage for any workweek involved.

In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

### **G. Internal Control**

Cardholder violations to this agreement, or to any County policy regarding the purchase of goods or services, may be investigated by the County Manager or her designee whom also will recommend disciplinary actions that may be taken (i.e. written warning, revocation of credit card privileges, cancellation of delegation of purchasing authority, criminal prosecution, and disciplinary action up to and including termination).

### **V. Credit Card Cardholder Agreement**

The employee (i.e. cardholder) agrees to comply with all applicable County policies and procedures by signing the attached acknowledgement form. When signed and accepted, that acknowledgement form acts to assign the formal delegation of purchase authority to the County credit cardholder to execute credit card purchases.

### **VI. Ownership and Cancellation of the Credit Card**

The County credit card remains the property of Socorro County and may not be transferred to, assigned to, or used by anyone other than the designated cardholder. The cardholder is accountable for the activity on the card.

Socorro County may suspend or cancel cardholder privileges at any time for any reason. The cardholder will surrender the credit card upon request to the County Manager or designee.

**VII. Credit Policy Acknowledgement**

*& Agreement For Wage Deductions Associated With Improper Use Of County-Issued Credit Cards*

I, \_\_\_\_\_ (employee's name), hereby certify that I understand and agree to abide by the County's policy regarding use of company-issued credit cards, a copy of which I have received, and which has been explained to me. I agree that if I make any personal purchases (i.e., transactions for the benefit of anyone or anything other than the County) in violation of that policy, the amount of such purchases is an advance of future wages payable to me, that the County may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the County may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full.

I further agree that if I make any non-personal transactions in violation of the policy in question, i.e., incur financial liability on the Company's part that is not within the scope of my duties or my authorization to make business-related purchases, I am financially responsible for any such expenses and agree to reimburse the Company via wage deductions for such amounts until the unauthorized amounts are fully repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take my pay below minimum wage for any workweek involved.

I have read and understood the attached Socorro County Credit Card Policy and agree to abide by the responsibilities as set forth in this document. I understand that any violations to this policy will result in remediation actions as listed in the Policy, up to and including termination of employment.

EMPLOYEE ACCEPTANCE: \_\_\_\_\_ Date: \_\_\_\_\_

Employee #: \_\_\_\_\_ Department: \_\_\_\_\_

Department Head/Elected Official: \_\_\_\_\_ Date: \_\_\_\_\_

**Manager's office use only**

Manager: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Card Account: \_\_\_\_\_ Card Number: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Notes: \_\_\_\_\_