RESOLUTION 061-2020
REVISIONING/UPDATING CREDIT CARD POLICY

WHEREAS, the Catron County Commission met in a meeting on February 13, 2020 at 9:00 A.M. in the Catron County Fire Administration Building, 3 Mountaineer Rd., Reserve, New Mexico and established a credit card policy, Resolution 056-2020; 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, Resolution 056-2020 requires to be revised/updated for proper credit card use by Catron County Officials (including 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 Catron County Board of County Commissioners that the attached Credit Card Policy is hereby enacted.

APPROVED, ADOPTED, AND PASSED in Reserve, Catron County, New Mexico on this 9th day of April 2020.

BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF CATRON

ATTEST:

M. Keith Riddle, Clerk

Anita Hand, Commissioner, District No. 1
John Cliff Snyder, Commissioner, District No. 2
Van J. "Bucky" Allred, Commissioner, District No. 3
Bill Green, County Manager
Catron County Credit Card Policy

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I. Purpose
Catron County may issue County credit cards to the Department Heads/Elected Officials for uses limited to lodging and certain charges where a check would not be applicable; 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 these Catron County employees/Elected officials.
II. Overview
Use of County-issued credit cards is a privilege, which the County may withdraw at any time for any reason. Credit Cards issued 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
The Only employee's eligible to be cardholders will be the Sheriff, Assessor, Treasurer, Clerk and County Manager. For the purpose of this policy the term employee also mean's elected official.
Any Department wishing to utilize the credit card must submit a PO request, prior to the purchase, regardless of Purchase cost, the correct documentation and a letter stating why credit card purchase is necessary.

IV. Credit Card Use

A. Business Use
County credit cards shall not be used 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. The designated cardholders 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 Current Procurement Policy, and the New Mexico Procurement Code, NMSA 1978, Sections 13-1-26 et seq.

**EXAMPLES OF QUALIFIED PURCHASES – EXCLUDES TRAVEL**

<table>
<thead>
<tr>
<th>QUALIFIED PURCHASES¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail (postage, Fed Ex, UPS)</td>
</tr>
<tr>
<td>Business and job related books, periodicals, video tapes, and subscriptions (including online)</td>
</tr>
<tr>
<td>Hotels/Motels for business events</td>
</tr>
<tr>
<td>Memberships for professional affiliations/organizations</td>
</tr>
<tr>
<td>Registrations for events that are not travel-related</td>
</tr>
</tbody>
</table>

¹ Indicates that these purchases are not considered travel-related expenses.
EXAMPLES OF UNQUALIFIED PURCHASES – EXCLUDES TRAVEL

<table>
<thead>
<tr>
<th>UNQUALIFIED PURCHASES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol, entertainment</td>
</tr>
<tr>
<td>Construction services (i.e., electrical, roofing, plumbing, heating, landscaping, etc.) or services of any kind requiring a certificate of insurance</td>
</tr>
<tr>
<td>Delivery of propane</td>
</tr>
<tr>
<td>Entertainment</td>
</tr>
<tr>
<td>Gift cards/Gift certificates</td>
</tr>
<tr>
<td>Greeting cards</td>
</tr>
<tr>
<td>Moving services of any kind (i.e., safes, voting machines, furniture, etc.).</td>
</tr>
<tr>
<td>Over-the-counter medications – All (i.e., Tylenol, Advil, cough syrups, etc.)</td>
</tr>
<tr>
<td>Past due invoices,</td>
</tr>
<tr>
<td>Personal charges</td>
</tr>
<tr>
<td>Pesticide services</td>
</tr>
<tr>
<td>Professional carpet cleaning/installation</td>
</tr>
<tr>
<td>Recreational equipment (i.e., jumpers, rock climbing wall, dunk tank, etc.)</td>
</tr>
</tbody>
</table>

B. **Spending Limits**

Each credit card is linked to the same account with a set spending limit, set by 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 Catron County's policy that all receipts must accompany a purchase requisition form and be submitted to the Procurement 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. It is for this reason that the credit cards will be kept in a 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 the cardholder 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 the credit card is used 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 paid. 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 made by the cardholders 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 Cardholders agree 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 Catron 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. Catron 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, ________________________________ (elected official/designated employee), 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 card for my department will be cancelled.

EMPLOYEE ACCEPTANCE (if required): ________________________________

Date: ________________

Employee #: ________________________________ Department: ________________________________

Department Head/Elected Official: ________________________________ Date: ________________

Manager’s office use only

Manager: ________________________________ © Approved ® Denied Date: ________________

Card Account: ________________________________ Card Number: ________________________________

Issue Date: ________________________________ Notes: ________________________________