

**DAGGETT COUNTY
CREDIT CARD POLICY**

**DAGGETT COUNTY
RESOLUTION NO. 03-17**

WHEREAS, Daggett County has established certain policies and procedures to govern the officers and employees of the County; and,

WHEREAS, the County Commission has determined it to be beneficial to the County to obtain credit cards for the convenience of County officers in the conduct of the County's business; and,

WHEREAS, formalization of the appropriate use of those credit cards is in the best interest of the County.

NOW, THEREFORE, be it Resolved that the Daggett County Personnel Policies and Procedures manual be amended to provide as follows:

CREDIT CARD USAGE:

1. All credit cards in the name of Daggett County are the property of Daggett County and **must be used only for the conduct of the business of Daggett County** in accordance with law and with the policies and procedures.
2. Any fraudulent use or misuse or illegal conduct involving County credit cards is prohibited and subjects the violator to discipline, termination, and possible prosecution.
3. Credit card(s) shall be authorized for each elected official that requests the issuance of a card.
4. The elected official shall be personally responsible and liable to pay and hold the County harmless from any charges made on that department's credit card which are not legitimate County expenses.
5. The purchasing policies of the County shall be followed when credit cards are used.
6. Any personal use of County credit cards, unless specifically authorized by this policy, is strictly prohibited.
7. The County elected official responsible for a credit card may use or authorize a County employee to use a credit card for non-county expenses (**such use is strongly discouraged**) only as follows:

- a. To pay for emergency personal expenses of the County employee incurred while traveling on County business **only where there is no other practical alternative**. Any such use shall be reported in detail including the nature of the emergency and necessity of use of the card in writing to the County Auditor within 72 hours after the use or within 2 business days after returning from the travel, whichever is later. The full amount charged on the County credit card must be reimbursed to the County Auditor within ten (10) business days of use or prior to the payment of the bill by the County for that charge, whichever is earlier. Any amount not so paid shall be deducted from any future compensation due to the employee and to the department head responsible for that card.
- b. When an officer or an employee is traveling on approved County business **and it is impractical** to use a personal card for airline reservations, hotel reservations, meals, etc., for the spouse or family member traveling with official or employee, the spouse or family member's share of those travel expenses may be charged on the County credit card provided that:
 - i) such use is reported in detail and is listed on the travel voucher or reimbursement form submitted by the employee for the travel and is deducted from any reimbursement due to the employee. Said report to be made to the County Auditor within 72 hours after the use or within 2 business days after the conclusion of the travel, whichever is later.
 - ii) any amount that exceeds the reimbursement due from the County to the employee shall be paid in full to the County within ten (10) business days following the return from the authorized travel or prior to the date payment is due by the County for those expenses, whichever is earlier. Any amount not paid in full as set forth above shall be deducted from the officer or employee's compensation/pay until the amount is paid in full.
- c. The use of the credit card under section 7(a) or 7(b) shall be placed on the next agenda of the County Commission by the Auditor, and if the Commission determines that the use was not justified pursuant to the provisions outlined herein, the user shall be subject to disciplinary action.
- d. When any amount charged to a County credit card by an officer or an employee, is not reimbursed to the County in full by the due date established here in, such failure constitutes a violation of this policy. In addition to other sanctions set forth in this policy, the officer or employee shall reimburse the County for interest on those charges at the highest rate charged by the credit

card which was used, plus an additional 1% per month, whether or not the County actually incurs the interest charges.

- 8. Any amount charged in violation of this policy or which is not paid in full within the time established in this policy shall result in a legal collection action being filed against the party or the parties responsible for payment. The users shall be responsible to the County for any costs and attorney fees together with interest at 1% above the interest rate charged by the credit card company for the use of that card. Pursuit of such civil action shall not preclude criminal action if appropriate.

- 9. Any use of a County credit card not authorized by this policy shall be deemed to be misappropriation or misuse of public property/funds and will be referred for appropriate legal action. An employee other than an elected official shall also be subject to discipline including termination.

This policy shall become effective immediately upon adoption by the County Commission.

Approved and adopted this 2nd day of September, 2003.

Commissioner Collett Aye Nay

Commissioner Jacobson Aye Nay Resigned Effective
9-01-03

Commissioner Reed Aye Nay



ATTEST:

Mad G. Reed

Daggett County Commission

Wicky M. Kee
County Clerk

RESOLUTION OF APPOINTMENT OF A DAGGETT COUNTY REPRESENTATIVE AND AN ALTERNATE REPRESENTATIVE FOR THE UTAH COUNTIES INSURANCE POOL MEMBERSHIP MEETING

WHEREAS, the Board of County Commissioners of Daggett County, Utah, is the proper authority to appoint a qualified person to act as the official representative for Daggett County at the Utah Counties Insurance Pool Membership Meeting to be held on November 11, 2003; and

WHEREAS, the Board of County Commissioners of Daggett County, Utah, has been informed that the By-laws of the Utah Counties Insurance Pool require that the official representative and an alternate representative for Daggett County be elected or appointed officers or employees of a member county and be appointed by majority vote of the governing body and designated in writing,

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Daggett County, Utah, hereby appoints RaNae Wilde as the official Daggett County representative for the Utah Counties Insurance Pool Membership Meeting to be held on November 11, 2003, with Chad L. Reed as an alternate representative.

RESOLVED ADOPTED AND ORDERED this 6th day of October, 2003.



BOARD OF COUNTY COMMISSIONERS
DAGGETT COUNTY, UTAH

Chad L. Reed

, Chair

[Signature]

Commission

[Signature]

Commission

ATTEST:

Vicky McKee, Clerk-Treasurer, Daggett County Clerk

By: [Signature] Vicky McKee

APPROVED AS TO FORM:

Dennis Judd, Daggett County Attorney

By: [Signature] D. Palmer

EO 21530 B 0059 P 0010
Date 6-OCT-2003 2:59pm
Fee: No Fee Check
RANAE WILDE, Recorder
Filed By RW
For DAGGETT COUNTY
DAGGETT COUNTY