

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 2.10 CREDIT CARD USAGE

(ORC 301.27 County Credit Cards.)

A. Requirements of ORC 9.21

1. Any credit card issued for use by Board employees for Board expenses must be in the name of the Scioto County Board of Developmental Disabilities
2. Positions authorized to use the Board credit card for traveling out of county:
 - a. Board members
 - b. Superintendent
 - c. All program directors and managers
 - d. Community Relations Coordinator
 - e. Any support staff designated to make travel arrangements
 - f. Any staff member traveling out of county to represent the Board or to take part in job-related training.
3. Any credit cards issued to the Scioto County Board of DD must be acquired through the Business Office with the permission of the superintendent and director of finances after receiving authorization from the Board.
4. The use and management of credit cards issued in the name of the Board will be overseen by the Director of Finance.
5. Procedures will be developed for general control system for signing the cards in and out, and review of credit card expenditures
6. The Director of Finance or designee will report annually to the County Board any rewards received based on the use of the Board's credit card.
7. The Scioto County Board of DD will restrict credit card accounts to one. The minimal amount of cards will be issued on that account. The cards will be kept in the Business Office.

B. Allowable Usages

1. A credit card held in the name of the Scioto County Board of Developmental Disabilities can only be used for certain specified and authorized purposes. The purposes for which a County Board credit card may be used are limited to the following types of work-related expenditures when traveling out of county:
 - a. Food
 - b. Lodging
 - c. Transportation

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- d. Telephone calls
 - e. Gas and oil for county owned or leased vehicles
 - f. Minor motor vehicle repair for county owned or leased vehicles
 - g. Emergency motor vehicle repair for county owned or leased vehicles
 - h. Internet services for county board business
2. However, the Superintendent may, when circumstances don't allow for the traditional transaction process to take place, grant permission to use a Board-owned credit card for purchases not on the above list of allowable usages.
 3. The Scioto County Board of Developmental Disabilities shall pay the debt incurred as a result of the use of a credit card according to this section.
 4. Knowingly misusing a Scioto County Board of Developmental Disabilities credit card is a violation of law for the purposes of Section 2913.21 of the Ohio Revised Code.
- C. Employee Responsibilities
1. Whenever an employee who is authorized to use a credit card held by the Scioto County Board of Developmental Disabilities suspects the loss, theft, or possibility of unauthorized use of the Board credit card, the employee shall notify the Business Office immediately by phone and follow up in writing.
 2. When an employee has his/her supervisor's written prior approval to attend a conference or make a work-related trip, he/she is to make any over-night arrangements through the Business Office. If the Board credit card is needed, the employee should pick it up the day before leaving to attend the conference/trip.
 3. The Scioto County Board of Developmental Disabilities credit card and the itemized receipts along with the appropriate forms are to be turned in to the Business Office the first working day after the employee returns from the conference or business trip.
 4. If itemized receipts are not provided to the Business Office, the employee who incurred those expenses will be required to reimburse the Board for the amount spent. Also, if meals are charged, each specific item ordered must be itemized on the receipt, or the employee will be required to reimburse the Board since the Scioto County Auditor's Office will not pay that portion of the bill.

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D. Employee Reimbursements When a Credit Card Is Not Available

If a Scioto County Board of Developmental Disabilities credit card is not available, the employee is to obtain a signed authorization from the Director of Business & Finance or designee to use his/her own money or credit card for the business expenses. The employee will then be reimbursed for prior approved travel expenses when individual itemized receipts are attached to and turned in with the employee Expense Report form in a timely fashion.

A tax-exempt form must be obtained from the Business Office before the trip to give the hotel so that the occupancy tax is not charged along with the room.

If an employee is unable to pay for or use a personal charge card for the work-related conference/trip, his/her supervisor may pay and be reimbursed for the expenses. In such an instance, each itemized receipt must be clearly marked to indicate which employee actually incurred the expense.