

Madison County
Policy on Credit Card Use, Meals, Mobile Telephones, Travel and Conferences

Credit Cards

County-sponsored credit cards are to be used only for Madison County business purposes to expedite procurement when establishing a vendor account is impractical or for any other good reason pertaining to operational efficiency.

Records pertaining to credit card purchases, including purchase orders, invoices and receiving tickets, are to be signed with the first and last name of the employee making the purchase and delivered to the accounts payable office within three (3) business days of the purchase.

The named cardholder is responsible for all transactions made on his account. No individual may sign documents related to a County-sponsored credit card other than the named cardholder.

The duty to establish County-sponsored credit card accounts, issue such cards to County employees and adjust credit limits as authorized by the County Administrator, and facilitate payments is assigned to the Director of Finance/Assistant County Administrator.

Meals

The costs for meals for members of the Board of Supervisors, County committee members, employees and others as appropriate may be charged to the County only if they are part of a meeting or conference or specifically authorized by the Board of Supervisors. Employee supervisors are responsible for reviewing the appropriateness and approving or denying employee meal costs and for forwarding approved reimbursement requests to the accounts payable office. No alcoholic beverages shall be charged to Madison County.

Mobile Phones

County-issued mobile phones may only be used for County business and, except for incidental use, may not be used for personal or other non-County purposes. Employees are warned that any recordings of voice, text, email or other electronic communication or documentation created by or stored on County devices is subject to records retention and freedom of information act laws.

The duty to establish County-sponsored mobile telephone accounts, procure and issue equipment to County employees and arrange data and calling plans as authorized by the County Administrator, and facilitate payments is assigned to the Director of Finance/Assistant County Administrator.

Travel and Conferences

Travel on County business more than 50 miles beyond the Madison County line by a County employee is subject to approval in advance by the County Administrator, and any travel requiring overnight lodging that would be funded by the County is subject to approval in advance by the employee's supervisor. Only travel expenses and conference fees for members of the Board of Supervisors, County committee members and County employees may be charged to the County.

Insofar as each of the above involves the outlay of County monies, each is subject to funding availability and the County's then-current purchasing policy.