

# POLICIES & PROCEDURES COMMITTEE



301 N. Main St. Adrian, MI 49221  
p: 517-264-4508 | f: 517-264-4512  
lenawee.mi.us

## MEMBERS

*John Lapham, Dawn Bales, Bob Knoblauch*

## MEETING LOCATION

Chamber Room, 2<sup>nd</sup> Floor  
Old Courthouse, 301 N. Main Street, Adrian, MI 49221

**MINUTES:** Monday, May 20, 2019 – 10:00 a.m.

---

**Present:** Commissioners Lapham, Bales, Knoblauch, and Stimpson

**Also Present:** Martin Marshall, Commissioners Wittenbach and Tillotson

### I. Approval of Minutes

*Motion by Bales, supported by Knoblauch, to approve the minutes of the April 15, 2019 meeting. Motion carried.*

### II. Ready for recommendation

**A. Motor Vehicle Use Policy:** The draft Motor Vehicle Use Policy with the requested changes was presented for consideration.

The committee reviewed the amended policy and discussed what action is taken when a County owned vehicle or a private vehicle in use for County business sustains damage or causes damage to another vehicle or property. The Committee requested that language be added and the policy brought back to the next committee meeting.

**B. Credit Card Policy (issuance):** Credit Card Policy was available to a second review.

*Motion by Knoblauch, seconded by Bales, to recommend adoption of the amended Credit Card Policy. Motion carried.*

### III. Initial Review

**A. Policy Review Process:** The committee discussed the ongoing policy review process and determined that a quarterly meeting schedule with input from affected departments would keep policies current.

### IV. Adjournment

*Motion by Knoblauch, seconded by Bales, to adjourn the meeting at 10:58 a.m. Motion carried.*

MDM

**LENAWEE COUNTY BOARD OF COMMISSIONERS**

**301 N. Main St. Courthouse ~ Adrian, MI 49221**

(517) 264-4508

[www.lenawee.mi.us](http://www.lenawee.mi.us)



CHAIR  
*David Stimpson*

VICE-CHAIR  
*Terry Collins*

*Dawn Bales  
Karol "KZ" Bolton  
Nancy Jenkins-Arno  
Bob Knoblauch  
John Lapham  
Ralph Tillotson  
Chris Wittenbach*

**POLICY#2019-012**

**CREDIT CARD ISSUANCE POLICY**

Date of Adoption: June 12, 2019

The following Credit Card Issuance Policy supersedes any other credit card issuance policy, and/or any amendments to that policy, previously adopted by the Lenawee County Board of Commissioners.

**WHEREAS**, Public Act 266 of 1995 authorized the use of credit cards by local units of government for appropriate expenses and requires that the local unit adopt by resolution, a written policy governing credit card usage, and

**WHEREAS**, The Board of Commissioners has designated the County Administrator, the Chief Financial Officer of the County, as the primary administrator of the credit card program, and

**WHEREAS**, The credit card program must include internal controls that allow for monitoring the use of the credit card(s),

**NOW THEREFORE BE IT RESOLVED**, that the Lenawee County Board of Commissioners authorize the issuance of credit cards for use in official county business in accordance with this policy, which is authorized and shall become a part of this resolution upon adoption.

**PURPOSE**

To facilitate efficient and effective financial operations and to safeguard County funds, it is beneficial and desirable to utilize credit cards for certain financial transactions. While the use of credit cards make certain transactions more efficient, it is necessary to provide effective controls to ensure that cards are used appropriately and that expenditure of funds is subject to review and approval. This policy provides for the issuance, use and oversight of credit cards used in official County business.

**CREDIT CARD PROGRAM OVERSIGHT**

1. The County Administrator shall serve as the primary administrator of the credit card program
2. The County Administrator may grant access as necessary to administer the program
3. Approval to pay credit card bills shall flow through the accounts payable process and be subject to the Accounts Payable Policy
4. The County Administrator shall annually, by January 31, provide the County Treasurer with a list of credit cardholders and credit limits, by department, and a statement of the total credit limit of the County

**CREDIT CARD PROGRAM STRUCTURE**

The credit card program shall be structured as a single corporate account covering all credit cards used to conduct business on behalf of Lenawee County. No County funds may be encumbered, and no payment will be approved, on credit cards outside of the corporate account.

**CARD ISSUANCE PROCEEDURE**

1. Department heads may request credit cards for use by their department personnel from the Administrator
2. Each card issued must be issued in the name of a county employee
3. An appropriate credit limit will be determined for the card based on the anticipated use
4. Department personnel will be provided access to credit card account information as necessary to use the card, monitor activity and submit bills for payment

**CARD USE AND PAYMENT PROCEEDURE**

1. County issued credit cards shall be used only for official county business
2. Detailed receipts of items or services purchased must accompany credit card bills when submitted for payment
3. Each item or service shall be listed individually when submitted to Accounts Payable for payment
4. Credit card bills must be paid, in full, prior to the due date each month
5. Central accounting will monitor card activity to ensure timely and complete payment of bills

**ENCUMBERANCE OF COUNTY FUNDS**

1. Obligations incurred by use of a county issued credit card must comply with the Accounts Payable Policy and the Lenawee County General Appropriations Act
2. No cardholder may encumber funds in excess of those authorized and approved by the Board of Commissioners
3. *Misappropriation of County funds and expenditure of County funds beyond authorized limits are criminal acts*

**PASSED BY ROLL CALL VOTE** of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, June 12, 2019, in the Old County Courthouse, Adrian, Michigan.

---

David Stimpson, Chair

---

Roxann Holloway, County Clerk