
**NEVADA COUNTY
SHERIFF'S OFFICE**



GENERAL ORDER

62
Effective Date
06/16/2008

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| SUBJECT | CREDIT CARD POLICY |
| POLICY | Commercial credit cards and gasoline credit cards that are issued to assigned county employees will be used for Sheriff's Office business purposes only. |
| PURPOSE | The issuance of county credit cards to the Nevada County Sheriff's Office employees will streamline and augment the County's reimbursement procedure. The use of a credit card for travel in connection with investigations and training will reduce the amount of county staff time in processing these claims. |
| CODE REFERENCE | Nevada County Resolution 01-110; Personnel Code Policy P-7; General Order 8; the Auditor's Nevada County Commercial Card Procedures. |
| CASE LAW | |
| PROCEDURE | <p>A. The following procedure shall apply when using County issued credit cards:</p> <ol style="list-style-type: none">1. The Sheriff or Undersheriff will determine which employee classifications within the Sheriff's Office will be issued a county credit card. When a card is issued, either in a permanent or temporary use capacity, the employee will sign the Responsibility and Acknowledgment Agreement.<ol style="list-style-type: none">a) Credit cards will not be issued to temporary employees.2. Credit cards issued for fleet services will be utilized for appropriate purchases that would include routine |

gas, oil, radiator, and other essential items for County owned vehicles.

3. The employee may also charge incidental expenses that are allowed under the Nevada County Personnel Code Policy P-7 and the Auditor's Commercial Card Procedures, regarding County business. At no time shall personal expenses, such as barbering, alcoholic beverages, entertainment, laundry, or dry cleaning be allowed by the use of the County credit card.
4. All employees assigned a credit card will upon use of said card retain any and all receipts regarding the card's use. Upon completion of County business, those receipts will be submitted along with a completed voucher form to the accounting supervisor. Those receipts will be verified pursuant to County policy for appropriateness of use.
5. To the extent possible, all authorized employee expenses for overnight travel should be charged to a county credit card. County issued credit cards may not be used for one day travel taxable meals. All such expenses must comply with the Travel Reimbursement and Expense Policy of the County Personnel Code P-7 including the meal per diem rate.

Repayment from the cardholder for charges exceeding travel allowances is due within ten (10) business days of the completion of travel.

Credit card holders shall use their card in lieu of requesting a travel advance.

6. At no time will the County employee, who is issued a credit card, either for fleet service or general use, transfer, loan, or give said card to any other person. If during the time the card is issued to a County employee it becomes lost or stolen:
 - a. The assigned employee will contact the nearest law enforcement agency with jurisdiction if the card is deemed stolen.
 - b. If the card is lost or stolen, the employee will notify our Accounting Unit as soon as possible to report it.

7. Improper use of credit cards could result in discontinuance of card privileges and/or disciplinary action.