

COUNTY OF FRANKLIN INDUSTRIAL DEVELOPMENT AGENCY
AGENCY CREDIT CARD USAGE POLICY
 Duly Adopted by IDA Board January 10, 2018

This document outlines the agency credit card usage policy as set forth by the County of Franklin Industrial Development Agency (the “Agency”).

An agency credit card shall be issued to an employee of the County of Franklin Industrial Development Agency at the discretion of and upon written approval of the Chief Executive Officer (“CEO”).

Cardholder: The cardholder is the staff member whose name appears on the agency credit card. By accepting the agency credit card, the cardholder agrees to the following:

- The cardholder will sign the credit card immediately upon receipt.
- The cardholder is responsible at all times for the physical security of the credit card.
- The cardholder will ensure that use of the credit card is within the purchasing guidelines outlined in the Agency’s Procurement, and Travel and Miscellaneous Reimbursement policies. The credit card may not be used to procure cash advances and any purchases that would be easily/readily considered illegal.
- The cardholder shall retain all receipts, and will provide them for reconciliation purposes to the Chief Financial Officer (“CFO”) at the first available opportunity.
- If the cardholder has lost receipts and/or invoices and a duplicate copy cannot be obtained from the vendor, the cardholder must itemize the purchase on a separate sheet of paper and (by his/her signature) certify the validity of the purchase.
- If there are excessive instances of lost reports, the credit card will be revoked, and the employee may be subject to disciplinary action up to and including termination of employment.
- The cardholder will immediately notify both the credit card services company and the Chief Financial Officer if the card is lost or stolen.
- Acceptance of the credit card by the cardholder implies acceptance and agreement with the policies and procedures set forth in the credit card agreement.
- The credit card must be returned immediately to the Agency if:
 - a. Requested by the CFO or CEO;
 - b. The cardholder leaves the employ of the Agency ; or
 - c. The cardholder no longer requires the card as part of his/her job
- The cardholder agrees to cooperate fully with the Agency if an incorrect charge is identified on the cardholder’s statement.
- No purchases of a personal nature shall be made with the corporate credit card. If it is determined by the Agency that the cardholder has mistakenly used the corporate credit card for a purchase of a personal nature, the cardholder must immediately reimburse the Agency for the entire purchase in question (including any late fees, charges, etc.).

Employee (Cardholder) Name	Name of Credit Card(s)	Employee (Cardholder) Signature

Authorized by:

 Jeremy S. Evans, Chief Executive Officer

 Date