



Rockingham County Commissioners

119 North Road
Brentwood, New Hampshire 03833

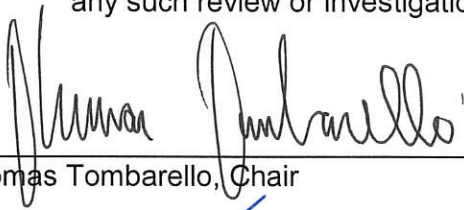
Thomas Tombarello, Chair
Kevin L. Coyle, Vice Chair
Kevin St. James, Clerk

ROCKINGHAM COUNTY CREDIT CARD USAGE POLICY

Rockingham County (the "County") will issue company credit cards to certain employees for use in their jobs. This policy sets out the acceptable and unacceptable uses of such credit cards.

- Use of county-issued credit cards is a privilege that the County may withdraw at any time, with or without cause. Upon an employee's termination of employment at the County, all cards must be returned to the County Finance Director.
- The employee in possession of the County credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. It is strongly recommended that only one other individual (within the department) be assigned by the cardholder to be an authorized user. **The Authorized User Designation form must be completed and the authorized user will also need to sign the Authorized User Policy Acknowledgement. Additionally, authorized users will need to be updated annually. The Finance Director will provide reminder notices.*
- Any credit card Rockingham County issues to an employee must be used for business purposes only, and for purposes in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business purpose. Non-business purchases are considered any purchases that are not for the benefit of the County.
- Business-related expenses, such as food and lodging while on County approved business travel, may be purchased on the County credit card as long as these purchases are consistent with the County's travel and expense reimbursement policy.
- Any purchases that would overspend a budget line are not permitted. Credit card purchases cannot be for fixed assets (\$5,000.00 +) unless in the case of an emergency or pre-approval by the Board of Commissioners.
- The employee in possession of the credit card is responsible for receiving, printing and retaining all receipts related to purchases made on the county credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner in which a receipt would be maintained and submitted.
- Receipts need to be turned in to the finance office at the time of AP warrant submission. All receipts should be labeled with a description of what the purchase was for to ensure proper accounting of the purchase. All receipts for meals and lodging must be attached to a paper that clearly indicates the names of all persons attending the meal or lodging and the business purpose of such event.
- Any misuse of the credit card or other violation of this agreement is a violation of Rockingham County's standard of conduct, and any such activity will result in cancellation of the card and the cardholder will be subject to disciplinary action up to and including termination of employment.

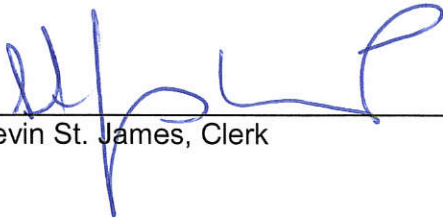
- If any employee uses a County credit card for a non-personal purchase that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of that employee unless otherwise expressed in writing by the Finance Director. The employee will be expected to reimburse the County via deductions from pay or other means until the unauthorized amount is fully repaid. Deductions will at no time take the employee's wages below minimum wage.
- Personal purchases are in violation of acceptable use of the credit card, and the employee is responsible for reimbursing the County in the same manner detailed above with regards to non-personal unauthorized purchases.
- Rockingham County may review and investigate any charges or billings connected with County-issued credit cards and therefore cardholders should have no expectation of privacy concerning what should be business expense charges and agree to cooperate with any such review or investigation.



Thomas Tombarello, Chair



Kevin L. Coyle, Vice Chair



Kevin St. James, Clerk