

Policy of the Franklin County Joint Emergency Telephone System Board

Employee Use of Employer Provided Credit Card

The FCJETSBS authorizes the Franklin County 9-1-1 Director and the Financial Manager to use a FCJETSBS provided credit card to pay for goods and/or services directly related to the conduct of FCJETSBS business.

Employees who have FCJETSBS credit cards in their possession shall be responsible for protecting the cards from unauthorized use. If a FCJETSBS credit card is lost or stolen, it shall be immediately cancelled to prevent or limit fraudulent use. Should this occur, the Board shall be notified at the next monthly meeting.

Employees shall not use the FCJETSBS provided credit card for personal purchases. Personal purchases are defined as any purchase that is not directly related to the conduct of FCJETSBS business. Care should be taken to not mistakenly use the FCJETSBS provided credit card for anything other than payment for goods and/or services directly related to the conduct of FCJETSBS business. Should this occur, the oversight shall be remedied immediately through a full reimbursement by the employee. Any such oversight shall be reported and explained to the FCJETSBS at the next monthly meeting.

When authorized purchases are made, supporting documentation, such as receipts and invoices which show what was purchased, shall be submitted.

Any points, cash back, rewards or other benefits earned on the FCJETSBS credit card account are to be redeemed strictly for FCJETSBS purposes.

Failure to comply with this policy could result in disciplinary action up to and including termination of employment. The Franklin County 9-1-1 Director and the Financial Manager shall be given a copy of this policy.

Approved by a majority vote of the FCJETSBS on February 16, 2016.

Attest: _____ Date: _____
Amy Spotanski-Tipton, FCJETSBS Secretary