

Renville County Credit Card Policy

General

In accordance with Minnesota State Statute 375.171, Renville County ("County") authorizes the use of County credit cards by County employees or elected officials. The County Board shall approve all requests for new credit cards or changes to existing limits prior to any changes. All purchases made using County credit cards must be for legitimate County purchases only. If a County employee or elected official makes a purchase that is not approved by the County board that employee will be held personally liable for the amount of the purchase.

Uses

Typically, County credit cards will be used for phone or internet purchases and for purchases when purchase orders or direct billing are not available. Some departments will also utilize fuel cards when they are convenient and practical.

Restrictions

Credit card use is only for purchases on behalf of Renville County. Under no circumstances will a County credit card be used to make personal purchases. All County credit card users are personally liable, and subject to disciplinary action, for unauthorized purchases. All purchases made on a County credit card need to comply with Renville County's Purchasing Policy and MN State Statutes.

Supporting Documentation and Payment

In accordance with Minnesota State Statute 471.38, all purchase made with a County credit card must have the applicable invoices and detailed receipts prior to payment. Lack of or insufficient documentation will result in a denial of the claim making the employee or elected official who made the purchase personally liable for those charges. Credit card purchases will be paid in accordance to the Accounts Payable Policy and procedures.