

APPROVED BY THE JEFFERSON COUNTY COMMISSION

06/26/2025

Item # 14178, AO 2025-1; Minute Book: 180, Page(s) 249

DocuSigned by:

Aleshia Y. Coleman

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RESOLUTION

BE IT RESOLVED BY THE JEFFERSON COUNTY COMMISSION that the Commission President be hereby authorized to execute an Administrative Order 2025-1 related to the Credit Card Policies of the Jefferson County Commission.

ADMINISTRATIVE ORDER 2025-1

ADMINISTRATIVE ORDER ESTABLISHING POLICIES FOR CREDIT CARDS

WHEREAS, the Jefferson County Commission is authorized by the State of Alabama to establish purchasing procedures to allow limited purchases utilizing a credit or debit card as provided in HB 247 ACT 2013-211; and

WHEREAS, the Jefferson County Commission recognizes that the use of credit cards is an appropriate payment tool to encourage efficiency in procurement and invoicing processes; and

WHEREAS, the purpose of said policy is to ensure clarity, transparency, timeliness and continuity in the issuance, use and administration of Credit Cards.

NOW, THEREFORE be it resolved by the Jefferson County Commission:

THIS ADMINISTRATIVE ORDER IS HEREBY ADOPTED BY THE JEFFERSON COUNTY COMMISSION on this 26th day of June, 2025.

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Jefferson County Commission

Credit Card Policy



1.0 PURPOSE

The Jefferson County Commission credit card program is authorized by the State of Alabama to establish purchasing procedures to allow limited purchases utilizing a credit or debit card as provided in HB247 ACT 2013-211 ([B13135AA.ATI.pdf \(state.al.us\)](#)). Jefferson County Commission recognizes that the use of credit cards is an appropriate payment tool to encourage efficiency in both the procurement and invoicing processes. The County Manager, Chief Financial Officer, or their designee(s) shall implement and administer the following policy, procedures and processes related to the use of credit cards by County officials and employees.

2.0 AUTHORIZED CARDHOLDERS

The Jefferson County Commission credit card program issues credit cards to elected officials and eligible employees. The exceptions are the Chief Financial Officer and Finance Director who are not eligible to receive the County credit card due to access given to administer the credit card program.

3.0 ISSUANCE OF CREDIT CARD

To obtain a credit card, a credit card request form must be completed by the employee and approved by either the County Manager or designee(s). Credit cards are initially received by Accounts Receivable/Finance Department. The credit cards are then submitted to the Purchasing Division, and they issue the cards to the cardholders.

A credit card will be issued to each Commissioner. The Commissioner or their designee(s) will complete a credit card request form to obtain their credit card. The credit card is issued to cover office expenses and should not be used for items covered by the County's travel policy (i.e. per diem). However, the Commissioners are authorized to use their credit card to purchase airline tickets and book hotel rooms for approved travel. All expenses charged on the credit card will be deducted from the Commissioners' approved budget.

All other cardholders, with the exception of the County Manager, Chief Financial Officer, and County Attorney, are prohibited from using their County issued credit card

to purchase airline tickets and/or book hotel rooms. Please refer to AO 2015-1 Item #3 Reimbursement Policy ([Administrative Order 15-1-92.pdf](#)).

4.0 PROGRAM ADMINISTRATION & CONTROL

A. The County Manager or designee(s) will act as the Credit Card Administrator.

B. The Credit Card Administrator will be responsible for the overall administration of the credit card program by reviewing, reporting, and coordinating all aspects of the credit card program.

C. Cardholders and authorized users are required to sign a credit card user agreement (see Exhibit A) acknowledging that they have read and understand Procurement practices, Administrative Orders, and Rules as set forth by Jefferson County Commission's credit card program.

D. The use of credit cards shall fully comply with all applicable State and County requirements governing purchase of goods and services, specifically including, without limitation, the County's adopted Purchasing policy.

E. Cardholders must participate in training prior to receiving their credit card. The training will be provided by the Purchasing Agent or designee(s). Additional training will be provided to all cardholders annually between October and December.

F. The Finance Department will conduct an annual physical card inventory test to verify all County issued credit cards have been accounted for in the month of October. The Finance Department will prepare an annual disclosure for County Commissioners that details the following: credit limits, spending patterns, unauthorized purchases and reimbursement of personal charges.

5.0 PROGRAM CREDIT CARDS

The program uses credit cards issued by the following:

A. REGIONS BANK

Regions Commercial Card Customer Service 1-888-934-1087

B. JEFFERSON CREDIT UNION

Jefferson Credit Union Customer Service 1-800-472-3272

6.0 ALLOWABLE PURCHASES

The credit card can be used for small value purchases of supplies, materials, equipment, or services in compliance with the Jefferson County Commission Administrative Orders

(AOs), Alabama State Bid Law, and County Manager directives. All purchases must be within cardholder-assigned spending limit unless prior written approval is received to exceed the limit per the provisions set by the County Manager. Ordering methods such as Internet, or fax can be used under simplified acquisition procedures to procure supplies and services. All credit card purchases shall only be made for budgeted expenditure authorized by the County Commission at the current budget year.

Purchases should be for timeliness and/or online access to goods and services not available through existing Purchasing policy processes (checks/purchase orders). Things to consider before purchasing services and/or goods with credit card:

- A. Can the purchase be made through the existing Purchasing policy.
- B. Identify goods and services that are required to perform job related tasks.
- C. Determine if purchase is within credit limit.
- D. Ensure that items are not on disallowed charges list below.
- E. Obtain pricing and in-stock availability and only order items that are immediately available.
- F. Ensure that the vendor immediately authorizes purchases and provides you a detailed copy of the credit card receipt.

7.0 DISALLOWED CHARGES

The following is a list but not inclusive of all disallowed credit card purchases:

- A. Capital equipment (unless approved by the County Manager or Chief Financial Officer)
- B. Personal items and services
- C. Cash advances of any kind
- D. Alcoholic beverages
- E. Money Orders/Travelers Checks/Gift Cards
- F. Tobacco products
- G. Pay past due invoices or invoices with a Jefferson County purchase order assigned
- H. Purchase of supplies and service in threshold amounts subject to Alabama State Law Title 39 and 41
- I. Employee retirement gifts, expenses, flowers, or any related items
- J. Employee rewards
- K. Sales Tax on authorized purchases
- L. Blocked Merchandise Category Codes (MCC)

There are limitations on acceptable Merchandise Category Codes (MCC). The Merchandise Category Codes (MCC) are based on the type of goods and/or services provided by the vendor. The Purchasing Agent or designee(s) will be the liaison to the financial institutions to allow or block Merchandise Category Codes (MCC). If you feel that your purchase has been mistakenly declined/blocked, please contact the Purchasing Agent. The Purchasing Agent will consult with the County Manager and/or Chief Financial Officer to manage eligibility of unauthorized Merchandise Category Codes (MCC) groups.

Please note: Any charges that are considered disallowed shall be paid by the official or employee by check, U.S. currency or salary deduction. If you are unsure of purchase, please refer to the Purchasing policy or the Jefferson County Commission Standard Operating Procedures Manual. You may also contact the Purchasing Department.

Disallowed charges must be paid by the due date of each billing statement. The County has the right to withhold funds payable and/or due from the official or employee up to the amount of the disallowed charges and any applicable interest as charged by the credit card company to Jefferson County Commission. Also, if disallowed charges are outstanding, then the credit card holders' use will be suspended, and the credit card will be surrendered immediately upon request by the County Manager and/or Chief Financial Officer.

8.0 CREDIT LIMITS

Credit limits restrict the amount of purchases a cardholder can make in a monthly billing cycle. Credit limits enable management to provide cardholders with the purchasing power to accomplish the needs of the job and no other purpose. Credit limits should be based on the job responsibilities of the cardholder and/or of the job title. Credit limits will be reviewed annually.

9.0 SPENDING LIMITS

Each credit card assigned to an employee is subject to spending limits on each single transaction purchase. Neither cardholders nor merchants may exceed the single transaction limit or split the purchase to accommodate for the single transaction limit.

The established single transaction limit for each card must be no greater than \$1,500.00. The monthly aggregate spending limit for each card must be no greater than \$5,000.00 or 50% of their credit limit (whichever is less) without prior approval from the County Manager, or Chief Financial Officer.

Spending limits are set by the Jefferson County Commission and enforced by the Credit Card Administrator. A monetary limit on the total monthly amount that may be purchased with a credit card, taking into consideration the debt limit of the County, which shall not be greater than one-fourth of one percent (.25%) of the general fund budget of the County.

Credit cards assigned to Commissioners do not have spending limits on each single transaction. However, Commissioners can't exceed their assigned credit limit in a billing cycle.

10.0 PAYMENT OF CREDIT CARDS

Monthly billing statements are received in the Finance Department for all card holders for both Regions and Jefferson Credit Union credit cards directly from the issuing financial institution. Each card holder will complete a credit card expense form and attach appropriate receipts and proper account coding, for the total amount of the monthly billing and submit it to the Finance Department's Accounts Receivable division. The Accounts Receivable division reconciles the credit card statements each month. The Jefferson County Commission is responsible for the credit card payment and the liability. Cardholders' personal credit is not affected.

11.0 CREDIT CARD SECURITY

County issued credit cards should always be kept in a secure location. Do not write the credit card number down or allow a vendor/company to write the number down. It is the responsibility of the card holder or authorized user to immediately report a lost or stolen County credit card. Only the cardholder and authorized users may make purchases with the County issued credit card. If a Department Head provides the card to another employee for a purchase, then the Department Head MUST complete the proper form with justification of purchase. Lost or stolen credit cards must be reported to the issuing bank immediately upon discovery. The card holder must notify the Credit Card Administrator immediately after notifying the issuing bank. Region's cardholders should contact Regions Commercial Card Customer Service 1-888-934-1087 and Jefferson Credit Union should contact Jefferson Credit Union Customer Service 1-800-472-3272. Both numbers are accessible 24 hours a day and seven days a week to include holidays.

The County Manager or designee(s) has access to credit card numbers and security codes.

12.0 AUDITS AND ENFORCEMENTS

Findings from audits shall be documented and shared with the County Manager to support continuous improvement.

To ensure adherence to the credit card policies and procedures as outlined, all credit card holders' cards and usage of cards will be reviewed annually to determine compliance.

Statement reconciliations not received by the due date or without complete receipt detail may result in the suspension of the credit card and/or credit card limit set to **\$0.00**. Multiple occurrences of noncompliance may result in the cancellation of the credit card at the discretion of the County Manager or Chief Financial Officer. Cardholders cannot approve their own credit card purchases. In this case, credit card

purchases must be approved by the County Manager or Chief Financial Officer for all card holders except elected officials. All elected officials' purchases are ratified or authorized during the Commission meetings.

Personal use of County credit cards will NOT be tolerated and may result in the following:

- Direct payroll deduction for any unauthorized or personal charges.
- Permanent revocation of a County credit card.
- Disciplinary measures including termination and/or legal action.

In the event of accidental use of a County credit card, the cardholder will reimburse the County for the full purchase price, plus any applicable fees, within five (5) business days of the accidental use or notification by the Finance Department of accidental use.

Please note, if a cardholder leaves or terminates employment with Jefferson County Commission, the credit card must be returned to the County Credit Card Administrator. All reconciliations and receipts must be complete before the employee's last day of employment. Any unsupported expenses may result in payroll deductions.

If an employee is terminated immediately without notice, the Department Head will notify the Purchasing Division immediately and any outstanding expenses without proper documentation will be deducted from the employee's final check. The Purchasing Agent will cancel the credit card immediately upon notification.

13.0 RESOURCES

The attached exhibits and resources are used to administer the policy and may be changed or modified in the future to administer the policy with best practices.

Administrative Order: [Administrative Order 15-1-92.pdf](#)

Purchasing Policy: <https://paca.jccal.org/Default.asp?ID=271&pg=Policies+%26+Procedures>

See the following exhibits:

EXHIBIT 1 Credit Card User Agreement

EXHIBIT 2 Request for Credit Card Form

EXHIBIT 3 Loss Receipt Affidavit

EXHIBIT 4 Lost/Stolen Card Report

EXHIBIT 5 Statement of Disputed Items

EXHIBIT 6 Credit Card Return Form

EXHIBIT 7 Credit Card Purchase Authorization Form