

LENAWEE COUNTY BOARD OF COMMISSIONERS

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POLICY#2022-002

CREDIT CARD ACCEPTANCE POLICY

The following Credit Card Acceptance Policy supersedes any other credit card acceptance policy, and/or any amendments to that policy, previously adopted by the Lenawee County Board of Commissioners.

WHEREAS, Public Act 266 of 1995 authorized the acceptance of payment by credit card, debit card, or electronic transfer cards for amounts collected by the County, provided the same is authorized by the Board of Commissioners, and

WHEREAS, Acceptance of such devices for certain payments collected by the County has been determined to be to the benefit of the citizens of Lenawee County, and

WHEREAS, The Board of Commissioners has designated the County Administrator, the Chief Financial Officer of the County, as the primary administrator of the credit card program, and

WHEREAS, The credit card program must include internal controls that allow for monitoring credit card(s) transactions,


NOW THEREFORE BE IT RESOLVED, That the Lenawee County Board of Commissioners authorize credit cards for use in official county business in accordance with the attached policy, which is authorized and shall become a part of this resolution upon adoption.

PURPOSE

To facilitate efficient and effective financial operations and to safeguard County funds, it is beneficial and desirable to utilize credit cards for certain financial transactions. While the use of credit cards make certain transactions more efficient, it is necessary to provide effective controls to ensure that cards are accepted appropriately and are subject to review. This policy provides for the oversight of credit cards acceptance in official County business.

CREDIT CARD PROGRAM OVERSIGHT

1. The County Administrator shall serve as the primary administrator of the credit card acceptance program
2. Requests to receive payment by credit card will be submitted by County offices to the Administrator's Office
3. The County Administrator may authorize departmental acceptance of credit card payments, approve third party providers, and audit compliance with this policy
4. The process of receipting and reporting monies from credit card payments shall be reviewed and approved by the County Treasurer
5. A list of approved third party providers will be maintained by the Administrator's Office


David Stimpson, Chair


Roxann Holloway, County Clerk

