

Memo

To: All Elected, Appointed Officials, Departments and Employees
From: Maverick County Auditor
CC:
Date: 1/14/2014
Re: *Procedures on the Use of Card (Debit) of Maverick County, Texas*

These procedures are developed and implemented at the discretion of the County Auditor's Office under duties authorized by state law.

These procedures are being issued to all elected, appointed officials, department heads and employees of the Maverick County and are effective immediately. Any questions or clarifications maybe directed to the County Auditor's Office.

From time to time authorized county personnel maybe in need of the use of a card (debit); therefore, the following procedures apply:

1. The card issued is a debit card from the indicated bank with a limit of \$2,025;
2. The card can only be used by the authorized person that signed the acceptance for the card. In some instances the card may have a generic name such as: "Judge Maverick" "365th Judge", etc. in those cases the bank will accept the card when presented by a staff member; however, responsibility for any charges remains with the person that signed for the card;
3. Security of the card is of utmost importance since responsibility attaches to the person assigned the card;
4. The card maybe used only for lawful county expenses;
5. The card cannot be used for personal purposes this will result in cancellation of the card and/or disciplinary action as appropriate:
6. Each time the card is used the card holder must submit an expense report with a properly executed purchase order detailing the use of the card including receipts and the account number where the expenses are to be charged, once this is done the card account will be replenished with sufficient funds as requested on the purchase order. i.e. if the purchase order is for \$200 then the account will be replenished for \$200.

7. This is a regular debit card; therefore, any information needed can be obtained at any ATM machine, call the bank for inquires, etc. cash funds are not permitted to be drawn from this account. If an emergency arises where cash funds are needed contact the County Auditors' office first.

8. If on travel status these cards cannot be used for payment of meals or hotels when per-diem (hotel, meals and mileage) is advanced to the traveler. If more than one county employee is on travel status, this card cannot be used to pay meals, hotels or gasoline for other county employees that have been advanced per-diem funds.