



Jackson Hole Fire/EMS Operations Manual

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Title: **Credit Card Handling Protocol**
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PURPOSE:

The purpose of this protocol is to establish proper procedures for the credit card that is issued to Teton County Departments for the purchase of goods and services as it relates to the conduct of Jackson Hole Fire/EMS business

SECTION I: PROCEDURE

Jackson Hole Fire/EMS will comply with this protocol and the Teton County Policies Manual and handbook in the handling of the department credit card.

SECTION II: DEPARTMENTAL CREDIT CARD USE POLICY

- Credit cards issued by Teton County are distributed to Chief Officers for use with prior approval.
- The Administrative Coordinator holds two cards for limited use by staff for training, travel, and other non-discretionary spending. Direct billing should be used whenever possible.
- The credit card should not be used if direct billing or an account is already set up with a vendor. For example: CarQuest, Napa, Ace Hardware, etc.
- Itemized, detailed receipts are to be submitted to Jackson Hole Fire/EMS Administration as soon as possible for submittal with the Visa bill as prescribed by the Teton County policy.
- Purchases shall comply with the requirements of the *Teton County Policies Manual & Handbook, Part 2, Section 1 Account, subsection 1-3.1 Use of County Funds*: County employees are directed by Wyoming Statute 9-13-105(a) regarding appropriate use of County funds. The use of Teton County Funds for anything other than official expenditure is strictly prohibited. The following expenditures are not allowed using County funds, including but not limited to:
 - Birthday cakes, gifts, or cards
 - Going away cakes, gifts, or cards
 - Get well cakes, gifts, or cards
 - Gifts of any kind

- Flowers
- Alcohol
- Personal long-distance calls
- Entertainment
- Personal postage
- Finance charges or late fees on County credit cards
- Food meals (other than those authorized in the *Teton County Policies Manual & Handbook, Part 2, Section 4 Travel*, or if part of an official County business meeting)
- A Travel Authorization Form will be submitted before using credit card for travel expenses.

SECTION III: TETON COUNTY CREDIT CARD USE POLICY

- Credit cards are issued to Teton County Departments for the purchase of goods and services as it relates to the conduct of County business.
- Each Department Head and/or Elected Official is responsible for the use of the credit cards by their department.
- The Department Head and/or Elected Official are accountable to ensure that any charges are authorized County expenditures and that adequate monies are available within the department's approved budget.
- Each Department Head and/or Elected Official is responsible for the credit card protection and custody and shall immediately notify the issuing bank and the County Treasurer if the credit card is lost or stolen.
- No personal expenditure is allowed by employees with County credit cards, even if the intent is to re-pay the County at a future point.
- The purchase of alcohol with the County credit card is prohibited.
- Vouchers for credit card bills submitted to the County Clerk must include supporting documentation such as receipts and invoices that clearly show what goods and services were purchased using the credit card.
- It is the responsibility of the Department Head and/or Elected Official to process and submit the credit card bill vouchers for payment in a timely manner to avoid late penalty fees and finance charges. The County will not pay any late fees or finance charges.
- Any unauthorized use of a County credit card may result in disciplinary action, including discharge, consistent with the law.