



MONROE COUNTY BOARD OF SUPERVISORS

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SPARTA, WISCONSIN 54656
PHONE 608-269-8705
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NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Monroe County Highway Department
Conference Room
803 Washington Street
Sparta, WI 54656
DATE: Thursday, April 14, 2016

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Meeting date & time
3. Minutes approval 03/16/2016
4. Rolling Hills Credit Card Approvals – Discussion/Action
5. Budget Adjustment(s) - Discussion/Action
 - a. Human Services
 - b. Economic Development
 - c. Sheriff
6. Jail New Bank Account – Discussion/Action
7. Fiscal Note Approval, Resolution Approving Jail Staffing Plan – Discussion/Action
8. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Change Order for lighting zone control \$270,454.37 – Discussion/Action
 - d. Change Order for electrical outlet control \$371,759.51 – Discussion/Action
 - e. Work Stations for Housing and Huber Control – Discussion/Action
9. Resolution Approving Second Addendum to the Justice Center Project Representative Contract – Discussion/Action
10. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action
11. Treasurer
 - a. Monthly Financial Report
 - b. Treasurer Department Monthly Report Review
12. Finance Director
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update
 - d. Credit Card Policy Update – Discussion/Action
 - e. Uniform Grant Guidance Policies and Procedures – Discussion/Action
 - f. Work Comp New Check Signer Authorization – Discussion/Action
13. Future Financing of the of the Justice Center Project
14. Monthly County Disbursement Journal Approval – Discussion/Action
15. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
16. Items for next month's agenda
17. Adjournment

James Kuhn, Committee Chair

Date notices mailed: 04/08/2016

Finance Committee
March 16, 2016

Present: James Kuhn, Cedric Schnitzler, Pete Peterson, Sharon Folcey, Wallace Habegger
Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Bob Micheel, Susie Brownell, Ron Hamilton, Sharon Nelson, Randy Williams

The meeting was called to order in the Highway Department Conference Room at 9:00 a.m. by James Kuhn.

- Next meeting date – April 14, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Wallace Habegger second by Pete Peterson to approve the 02/17/2016 minutes. Carried 5-0.
- Credit Card Approvals
 - a. Sheriff's Department – Sheriff Credit Card request for the Office Manager in the amount of \$1,000.00 and Baliff in the amount of \$500.00. Discussion. Motion by Wallace Habegger second by Cedric Schnitzler to approve both credit cards. Motion by Pete Peterson second by Cedric Schnitzler to amend the Baliff credit card amount to \$1,000.00. Discussion. The amendment carried 5-0. The motion to approve both cards as amended carried 5-0.
- Line Item Transfer
 - a. Sheriff's Department – James Kuhn explained the 2016 line item transfer in the amount of \$1,365.00 for civil trial costs. Motion by Wallace Habegger second by Sharon Folcey to approve line item transfer. Discussion. Carried 5-0.
 - b. Victim Witness – Tina Osterberg explained the 2015 line item transfer in the amount of \$536.65 for postage. Motion by Cedric Schnitzler second by Wallace Habegger to approve line item transfer. Discussion. Carried 5-0.
 - c. Human Services – Ron Hamilton explained the 2015 line item transfer in the amount of \$45,647.00 for year-end reallocation of budget. Motion by Pete Peterson second by Wallace Habegger to approve line item transfer contingent upon committee of jurisdiction approval. Discussion. Carried 5-0.
 - d. Senior Services – Susie Brownell explained the 2015 line item transfer in the amount of \$2,503.00 for retirement payout and to fix volunteer driver rollup code. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve line item transfer. Carried 5-0.
- Budget Adjustment -
 - a. Health – Sharon Nelson explained 2016 budget adjustment in the amount of \$3,500.00 for radon grant from the Department of Health Services. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve budget adjustment. Carried 5-0.
Sharon explained 2016-2017 budget adjustment in the amount of \$3,582.00 for adult immunization grant from the WI Department of Health Services. Discussion. Motion by Sharon Folcey second by Cedric Schnitzler to approve budget adjustment. Discussion. Carried 5-0.
Sharon explained 2016 budget adjustment in the amount of \$1,750.00 for bioterrorism grant from the Department of Health Services. Motion by Sharon Folcey second by Pete Peterson to approve budget adjustment. Carried 5-0.
 - b. Human Services – Ron Hamilton explained 2015 budget adjustment in the amount of \$70,000.00 for Children Waiver services paid by WPS. Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - c. Information Systems/Human Services – Tina Osterberg explained 2016 budget adjustment in the amount of \$107,000.00 for CMHC (Avatar) Financial Software and Equipment Upgrade. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve budget adjustment. Discussion. Carried 5-0.
 - d. Highway – Catherine Schmit explained 2016 budget adjustment in the amount of \$18,500.00 for repurpose of funds for asphalt paver. Discussion. Motion by Pete Peterson second by

Cedric Schnitzler to approve budget adjustment contingent upon committee of jurisdiction approval. Discussion. Carried 5-0.

- e. Land Conservation– Bob Micheel explained 2016 budget adjustment in the amount of \$3,753.00 for Administrative Assistant I Position. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve budget adjustment if the Administrative Assistant I Position is approved at the board. Carried 5-0. Bob explained 2016 budget adjustment in the amount of \$274,269.64 for cost sharing from the DATCP and the DNR program for conservation practices. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve budget adjustment. Discussion. Carried 5-0.
 - f. Capital Outlay (Data Processing) – Catherine Schmit explained 2016 budget adjustment in the amount of \$317,735.23 for completion of the financial software implementation project. Discussion. Motion by Sharon Folcey second by Cedric Schnitzler to approve budget adjustment. Discussion. Carried 5-0.
 - g. Finance – Tina Osterberg explained 2016 budget adjustment in the amount of \$55,000.00 for Transport On-Call Salaries inadvertently left out of the budget. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve budget adjustment. Discussion. Carried 5-0. Tina explained 2016 budget adjustment in the amount of \$43,330.30 for rolling forward of the Emergency Communication Systems Budget. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve budget adjustment. Carried 5-0.
- Fiscal Note Approvals
 - a. Resolution Authorizing Establishment of an Administrative Assistant I Position in the Monroe County Land Conservation Department – Bob Micheel explained the fiscal note. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve fiscal note. Discussion. Carried 5-0.
 - b. Resolution Authorizing Establishment of a Purchasing and Procurement Coordinator in the Monroe County Administrator's Office. Motion by Pete Peterson second by Sharon Folcey to approve fiscal note. Catherine Schmit explained the fiscal note. Discussion. Carried 4-1.
- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams provided an update on the tower progress. Change orders to date were distributed to all members.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Cedric Schnitzler second by Pete Peterson to approve the Radio Tower expenditures in the amount of \$289,821.00; change order in the amount of \$9,030.00. Carried 5-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained that final odds and ends are being completed. Change orders are being completed for the lighting and outlet controls. The chiller was set on K Street. Fire alarms are being tested.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Sharon Folcey second by James Kuhn to approve the Justice Project expenditures in the amount of \$456,929.83. Carried 5-0.
 - c. Change Order for Glycol Make Up for the Chiller System – Kurt explained the change order for the glycol make up for the chiller system in the amount of \$31,136.17. Discussion. Motion by Cedric Schnitzler second by Pete Peterson to approve change order. Carried 5-0.
 - d. Change Order for Machine Room Less Elevators in Phase 2 – Kurt explained the change order for the machine room less elevators in phase 2 in the amount of \$39,206.00. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve change order. Discussion. Carried 3-2.
 - e. Change Order for Security HVAC Grilles not Included in Previous Phase 1 Change Order – Kurt explained the change order for security HVAC Grilles not included in the previous Phase 1

change order in the amount of \$33,191.40. Motion by Cedric Schnitzler second by Sharon Folcey to approve change order. Discussion. Carried 4-1.

- f. Construct Judges Bench in Temporary Courtroom #3 – Kurt explained the cost for the Judges bench for temporary courtroom #3 in the amount of \$5,410.00. Discussion. Motion by Pete Peterson second by Wallace Habhegger to deny the All American proposal. Discussion. Carried 4-1. Kurt will speak with Garry Spohn and seek other bids for the most cost effective route.

- Finance Director

- a. Tina Osterberg gave the monthly Financial Report.
- b. Finance Department Monthly Report Review.
- c. Financial Software Update – Tina Osterberg explained that training has been completed on E Procurement in the system for Staples, Office Supplies. Tina explained that E Procurement can be spread out to other vendors.

- Monthly County Disbursement Journal – Motion by Pete Peterson second by Sharon Folcey to approve Monthly County Disbursement Journal. Carried 5-0.
- Monthly Per Diems and Vouchers – Motion by Pete Peterson second by Cedric Schnitzler to approve Monthly Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Credit Card Policy Update, Treasurer Budget Adjustment, Future Financing of the Justice Center Project.
- Adjournment - Motion by Cedric Schnitzler second by Pete Peterson to adjourn at 11:40 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

Department: ROLLING HILLS

Committee: ROLLING HILLS

Name of Card Holder	Title of Position	Credit Card Limit
LINDA ANDERSON	ADMINISTRATOR	\$1,000
LINDA FABRY	ACTIVITY DIRECTOR	\$1,000
AMANDA FRANKE	TRANSPORTATION AIDE	\$1,000

Justification for Credit Card(s):

THE ABOVE STAFF PURCHASE FREQUENTLY FOR THE FACILITY AS WELL AS THE RESIDENTS. DUE TO THEIR LOWER CREDIT LIMIT, THEY HAVE A DECLINED CARD AT THE STORE AND WE WOULD LIKE THEM TO NOT HAVE TO USE THEIR OWN CREDIT CARDS FOR PURCHASES FOR OUR FACILITY.

Department Head Approval: *Linda Anders NHA*

Date Approved by Committee of Jurisdiction: 3/31/16

Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: 3/17/2016
 Department Human Services
 Amount: \$ 63,300.00
 Budget Year Amended: 2016

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)


Additional revenue and expense for client placed at Northwest Passage

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24910520.466000.LC180	State Aid-Social Services	\$ 24,000.00	\$ 63,300.00	\$ 87,300.00
Total Adjustment			\$ 63,300.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24910520.525005.HS340	NW Passage (CD600)	\$ 100,000.00	\$ 63,300.00	\$ 163,300.00
			\$ -	
Total Adjustment			\$ 63,300.00	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: Craig L Buswell 3/17/16
 Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 4, 2016
 Department: 16702 Economic Development
 Amount: \$5,508.04
 Budget Year Amended: 2016

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

The 2016 Economic Development Conference registrations and expenses where over what was originally anticipated. This budget adjustment will account for all the revenues received for the conference and increase the associated expense accounts to cover the increased expenditures.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
16702000-468500	Econ Develop Conference	\$ 5,000.00	\$ 5,508.04	\$ 10,508.04
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 5,508.04	

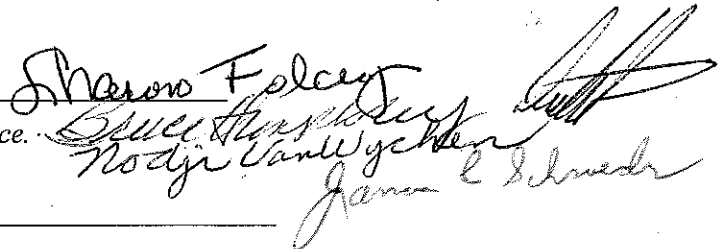
Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
16702000-533010	Conference/Seminar	\$ 7,000.00	\$ 4,364.99	\$ 11,364.99
16702000-532100	Marketing & Promotions	\$ 6,700.00	\$ 1,143.05	\$ 7,843.05
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 5,508.04	

Department Head Approval: SMJ

Date Approved by Committee of Jurisdiction: 4-7-16

Following this approval please forward to the County Clerk's Office.


 Sharon Folcey
 Bruce Thompson
 Rodger Vanduyckhen
 James E. Edwards

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 31, 2016
 Department: Sheriff
 Amount: \$ 195,000.00
 Budget Year Amended: 2016

Source of Increase and affect on Program:
 (If needed attached separate brief explanation.)

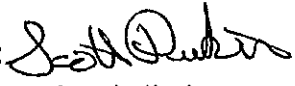
Due to the delay in the construction project the original appropriation did not carry the Sheriff's Office through February 2016. The following funds are needed to carry the Sheriff's Office through the end of the need for Out of County Housing.

Expenditure Budget Lines Amended: Decrease

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
10010000 539200	Contingency Fund	\$ 453,800.00	\$ (195,000.00)	\$ 258,800.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (195,000.00)	

Expenditure Budget Lines Amended: Increase

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12710120 521145 SH650	Out of County Housing	\$ 136,000.00	\$ 195,000.00	\$ 331,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 195,000.00	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

RESOLUTION NO. _____

RESOLUTION APPROVING JAIL STAFFING PLAN

WHEREAS, the Sheriff wants to utilizes "double celling" in the Monroe County Jail for increased efficiencies; and

WHEREAS, The Wisconsin Administrative Code, DOC 350.20 reads:

DOC 350.20 Double celling. If approved by the department, the jail shall have policies and procedures relating to double celling, including the following components:

(1) The county board and sheriff shall determine jointly the adequate staffing needs, including support staff and services that are required to ensure the health, safety, and security of the jail staff and inmates when using cells for double occupancy. The joint determinations shall be in writing and signed by the representatives of the county board and the sheriff and shall be filed with the department. The written joint determination shall remain in effect until rescinded or amended by mutual written agreement of the county board and sheriff. Unless there is adequate staff as agreed upon by the county board and sheriff, double celling may not occur.

(2) Inmates housed in the same cell shall have the same custody classification and be properly segregated as required under s. 302.36, Stats.

(3) For male and female housing areas, at least one cell or 15% of the jail's total number of cells, whichever is greater, shall be maintained for single occupancy.

(4) Receiving cells may not be used for double occupancy.

WHEREAS, the Sheriff's presented the attached agreement to the Public Safety & Justice Coordinating Committee to comply with DOC 350.20; and

WHEREAS, the Public Safety & Justice Coordinating Committee reviewed and approves the plan to allow for double celling.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that it approves the plan and agreement and authorizes the County Board Chair to execute the agreement.

Dated this 19th day of April, 2016.

OFFERED BY THE PUBLIC SAFETY & JUSTICE
COORDINATING COMMITTEE:

Committee Vote: ___ yes, ___ no

Finance Vote: ___ yes, ___ no

Purpose: To approve a plan to allow "double celling" in the jail.

Fiscal Note: The plan is incorporated into the current budget.

Resolution drafted and approved as to form by Corporation Counsel: _____

**DOC 350.20 STAFFING AGREEMENT FOR
THE MONROE COUNTY JAIL**

This agreement is entered into between the Monroe County Sheriff and the Monroe County Board of Supervisors for the purpose of jointly agreeing upon the minimum adequate staffing levels needed to address the core functions of jail operations and to ensure the health, safety and security of the staff and the inmates. In addition, it will allow for double celling at the Monroe County Jail in accordance with section DOC 350.20 of the Wisconsin Administrative Code.

This agreement is a joint determination that shall remain in effect until rescinded or amended by mutual written agreement of the County Board and Sheriff. This agreement shall be filed with the Department of Corrections by the Sheriff.

The minimal adequate staffing levels are as follows:

1. Five (5) Corrections Officer posts per each 12 hour shift; staffed 24 hours a day, 7 days a week.
2. One (1) Corrections Officer post: 8 hour shift; staffed 40 hours per week, Monday thru Friday.
3. Contracted services: Healthcare staffing for 60 hours per week; Mental Healthcare staffing for 8 hours per week.

Additional staffing requirements are as follows:

1. In compliance with §302.41 of the Wisconsin Statutes, there will be at least one officer on duty who is of the same gender as those incarcerated at the jail. Under the above staffing levels, this requires a minimum of eight (8) male and eight (8) female corrections officers.
2. It is agreed that the aforementioned staffing determinations are the minimum necessary to operate the Monroe County Jail under an the average daily inmate population of up to 135 inmates. Further, it is acknowledged that unanticipated circumstances may require additional staffing to ensure the safety and security of the staff and inmates.

Dated this ____ day of April, 2016.

Scott Perkins
Sheriff

Monroe County Board Chair

1 RESOLUTION NO. _____

2
3 APPROVING SECOND ADDENDUM TO THE JUSTICE CENTER PROJECT
4 REPRESENTATIVE CONTRACT
5

6 WHEREAS, Monroe County contracted with Marshaus Engineering, LLC for Justice Center Project
7 Representative services from March 1, 2013 to February 29, 2016 and which have been extended to
8 February 28, 2017 under Resolution 01-16-04; and
9

10 WHEREAS, the Monroe County Board Chair, Jim Kuhn, has represented the County as point person
11 with the Justice Center project and will not continue on the count board after April 19, 2016; and
12

13 WHEREAS, the County will need to transition between Jim Kuhn and the next point person for the
14 county; and
15

16 WHEREAS, the Building Committee finds that the work of Jim Kuhn, as point person for the county,
17 has been integral to timely and efficient work on the project; and
18

19 WHEREAS, the Building Committee proposes a two month transition period for Kurt Marshaus and Jim
20 Kuhn to bring the new county point person up to speed by utilizing Jim Kuhn as an employee of
21 Marshaus Engineering, LLC for 16 hours a week with pay rate for Jim Kuhn of \$25 per hour, plus
22 mileage; and
23

24 THEREFORE, BE IT RESOLVED that Monroe County agrees to amend the contract with Marshaus
25 Engineering, LLC, paying an additional \$???? for the two month service of Jim Kuhn.
26

27 FURTHER BE IT RESOLVED that the County Board Chair is authorized to sign an addendum to that
28 effect.
29

30 Dated this 19th day of April, 2016.
31

32 Offered by the Building Committee:
33

34 Vote: ___ Yes; ___ No.
35

36 And by the Finance Committee: Vote: ___ Yes; ___ No.
37

38 _____
39 _____
40 _____
41 _____
42 _____
43

44 Purpose: To continue Jim Kuhn as the county point person for the Justice Center project through a 2
45 month transition.
46

47 Fiscal Note: \$?????.00 for 2 months services. Monies to come from building project fund.
48

49 Drafted and approved by Corporation Counsel

MONROE COUNTY CREDIT CARD POLICY & PROCEDURES

Purpose

To establish a method for use and define the limits of the use of County issued credit cards. These cards are provided to approved staff in order to make purchases of goods and/or services on behalf of Monroe County. All County transactions shall be traceable to an authorized employee.

Procedure

1. A department head must submit a written request to the committee of jurisdiction for approval.
2. A department head must submit a written request using the credit card request form (to the County Clerk's office) to receive a credit card once the committee of jurisdiction approves. The request must include the person's name, credit limit, and justification for the credit card.
3. The Finance Committee shall review the request and grant or deny approval of the credit card request. Upon approval of the request, the employee will fill out an employee agreement form and forward to the Finance Department. The Finance Department will apply for the credit card on the on line credit card website.
4. The Finance Department shall maintain all records of credit card requests, approvals/ denials, and lost/stolen/destroyed card information.
5. The Department Head shall monitor the use of the department's credit cards.
6. The following restrictions shall apply to credit cards and their use:
 - a. County credit cards are to be used only for County business. Personal use is not allowed.
 - b. Minimum credit card limit authorized to staff is \$1,000, unless extenuating circumstances exist.
 - c. Credit card limits are not to exceed \$5,000
 - d. Each credit card can only be used by the employee whose name is on the county credit card.
 - e. Cash advances are not allowed.
 - f. Telephone calls are not allowed.
 - g. Prior to separation from the County or transfer to another department, the cardholder shall surrender the credit card to the Finance Department. The department head is responsible to notify the Finance Director when a credit card holder leaves county employment or transfers. The Finance Department shall cancel the card.
 - h. An Employee Agreement shall be signed and filed with the Finance Department before the card is assigned to the employee/department.

- ~~i. All credit card receipts and monthly statements must be attached to Purchase Card Statements in Munis prior to releasing for workflow approvals. Submitted with the monthly voucher, except for Human Services which will be available for audit at all times. Vouchers will be pre-approved to avoid late fees being charged to the account. A copy of the credit card billing along with receipt copies will be forwarded to the Finance Department.~~
 - j. The Department management staff ~~committee of jurisdiction of the department and~~ along with the Finance Department will review and approve all transactions. Any credit card transactions submitted without proper documentation shall be deemed the personal obligation of the employee making that transaction.
 - k. The credit cards shall be used only for the approved purchases allowed by the Finance Committee: gas (if not receiving mileage), lodging, registrations and supplies. Use of any County issued credit card shall not be deemed a substitute for not following standard Monroe County purchasing policies and practices.
 - l. **The credit cards will not be used for cash cards, gift certificates and meals or other reimbursable items.**
7. The departments shall not take out other credit cards other than those under this policy.
8. Reasons for cancellation for credit cards include, but are not limited to:
 - a. If late fees are charged to an account the Finance Committee may cancel that department's credit card.
 - b. Failure to turn in credit card receipts may result in the cancellation of the credit card and the employee being asked for reimbursement by action of the Finance Committee.
 - c. Any individual or department who violates the above procedures may have his/her/its credit card privileges terminated by the Finance Committee.

EMPLOYEE AGREEMENT

I, (employee name) _____, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Monroe County and will strive to obtain the best value for the County.
- I understand that Monroe County is liable for all charges made on the card. However I will be responsible for charges with out proper documentation.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that the Finance Department ~~Committee~~ will audit the use of this card and report and take appropriate action on any discrepancies.
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Monroe County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- ***I agree to return any credit card that has been canceled or expired to the Finance Department as soon as possible for audit review.***
- If the card is lost or stolen, I agree to notify the Finance Department and Department Head immediately.

Employee Signature: _____ Date: _____

Department: _____

Card # Issued: _____