

Bradley County Road Department Credit/Store Card Policy

It is the policy of the Bradley County Road Department to regulate the use of county issued credit/store cards to promote and encourage efficient conduct of business.

Bradley County Road department does not have a credit card. The department does have a Staples card which is for Bradley County Road department business only.

The below procedures are to be followed in the use of the department's Staples card:

1. Authorized users: The Road Superintendent, Assistant Superintendent, Administrative Assistant, Bookkeeper, HR/Payroll Administrator, Supervisor of Operations, Inspector, Sign Technician and Garage Supervisor.
2. The card is kept in a secure locked location and only available for use by the authorized users.
3. The authorized users are prohibited from making personal purchases on the Staples card. Any individual who violates this policy must pay for the personal items and will be prohibited from using the Staples card in the future.
4. The bookkeeper will review the monthly statement, verify the purchases and attach all copies of detailed receipts (signed by the person using the card). Additional reviews are performed by the administrative assistant and the road superintendent.
5. In the event a receipt is lost, the bookkeeper will contact Staples and request an additional copy. The authorized user who lost the receipt will be required to sign the new receipt.