



ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER CREDIT CARD USE



Date Issued 6-3-14 Date Effective 6-3-14 Revision Number Revision Date Page
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ISSUING AUTHORITY – SHERIFF CARL E. DuBOIS DISTRIBUTION – ALL DEPUTY SHERIFFS & OFFICE PERSONNEL

PURPOSE. The purpose of this General Order is to establish guidelines and procedures for the proper use of credit cards issued by the Sheriff's Office for member use.

I. POLICY

- A. The Orange County Sheriff's Office shall assure that the Sheriff's Office issued credit cards are utilized to accomplish the duties of the Sheriff in a responsible and lawful manner.

II. PROCEDURE

- A. Hotel/Motel and travel credit Cards.

1. In the event a Deputy is required to spend the night outside of Orange County, the Sheriff's Office shall issue the Deputy a credit card for the payment of lodging accommodations. The accommodations selected shall have the following characteristics:
 - a. *The hotel/motel shall be a reputable institution that is properly cleaned, maintained and secure,*
 - b. *The hotel/motel should have a restaurant to accommodate the Deputy with meals without leaving the establishment.*
2. If both Deputies that are assigned to the detail are of the same gender then one double room shall be procured. In the event the Deputies are of mixed gender two rooms shall be procured.
3. The Sheriff's Office shall reserve the accommodations in accordance with cost estimates by the Internal Revenue Service based upon stay location. The estimates shall be procured on the website;
<http://www.gsa.gov/portal/category/100120>.
4. Receipts for lodging must be retained and submitted with the issued Gen 117 Credit Card Use Form.

B. Meal Credit Card Use.

1. In the event a Deputy is required to stay overnight on a detail outside of Orange County the Sheriff's Office shall issue the member a credit card for the payment of meals.
2. A Deputy may utilize the Sheriff's issued credit card for the monetary amount authorized for the detail on the pre approved Gen 117 Credit Card Authorization Form.
3. Receipts for meals procured by Deputies must be retained and submitted with the issued Gen 117 Credit Card Use Form and shall not be evaluated on a per meal basis with regards to limits indicated on the authorization.
4. The meals must be purchased at the assigned event location and/or while en-route to or from the event location, and under no circumstance while within Orange County.
5. Under no circumstances shall credit card funds be expended for the purchase of alcoholic beverages.

C. Card Issuance.

The Secretary to the Sheriff shall manage the issuance and reception of credit cards.

1. Gen 117 Credit Card Use Forms shall be initiated and the IRS website (<http://www.gsa.gov/portal/category/100120>.) shall be consulted to enter expenditure estimations.
2. The cards are due back the next available business day.
3. A completed Gen 117 Credit Card Use Form shall be submitted to the Secretary to the Sheriff Upon return.