

Sponsored by: Finance & Administration Committee

FAULKNER COUNTY QUORUM COURT

ORDINANCE 05-13

FILED

2005 JUL 20 A 7:56

MELINDA REYNOLDS

COUNTY CLERK

BY [Signature]

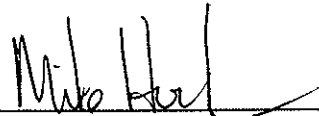
**Be it enacted by the Quorum Court of the County of Faulkner, State of Arkansas,  
An Ordinance to be entitled: An Ordinance to set purchasing and travel procedures  
and guidelines for employees of Faulkner County.**

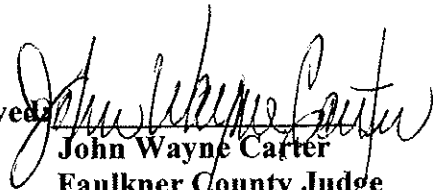
- Section 1: Employee's or elected officials of Faulkner County will be reimbursed up to, but not to exceed, \$30.00 (thirty dollars) per day for in state travel, \$60.00 (sixty dollars) a day for out of state travel, for meals while traveling on work related business. To be eligible for reimbursement, the employee or elected official must be staying overnight, out of town and submit itemized receipts. No alcohol purchases will be reimbursed. Any purchases over the above mentioned amounts, or for alcohol or not on an itemized receipt will be the responsibility of the traveler and not eligible for reimbursement. No tips will be reimbursed.
- Section 2: The issuance of credit cards will be at the discretion of the elected official. Credit cards shall only be used for work related purchases and an itemized receipt, from the place of purchase, must accompany the credit card bill submitted for payment. Any credit card charge purchase not accompanied by an itemized receipt, will be responsibility of the purchaser. It shall be considered a violation of this Ordinance to knowingly purchase items for personal use, on a County issued credit card, with the intent of reimbursing the County.
- Section 3: Cell phone and pager issuance to county employees, whose job description requires they be away from the office regularly and must maintain contact to effectively or safely perform their duties, will be left to the discretion of the elected official. Cell phones, issued and paid by the County, are for business use only. Each elected official is responsible for monitoring the phones usage. An itemized cellular bill must accompany the purchase order for payment.
- Section 4: Faulkner County will not reimburse or pay college tuition for its employees or elected officials.
- Section 5: All airline travel should utilize coach accommodations. No first class travel will be authorized or reimbursed.

- Section 6: Room rates should be limited to single room or government rates, unless occupied by more than one employee. No in room movie charges, game charges or entertainment charges of any kind will be reimbursed by Faulkner County.
- Section 7: County funds cannot be used to purchase the meals, or provide refreshments, for inter-office meetings. Funds can be used to provide refreshments and meals for people other than Faulkner County employees/officials, at meetings held by Faulkner County elected officials, with a written agenda. Any purchases made that fall outside these parameters are the responsibility of the purchaser.
- Section 8: An emergency is hereby declared to exist as this Ordinance is necessary for the proper and timely conduct of county operations and this Ordinance shall be in force and take effect upon its passage and publication.

**Dated: July 19, 2005**

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Attest:   
**Mike Hutchens**  
**Quorum Court Secretariat**  
**Faulkner County, AR**

Approved:   
**John Wayne Carter**  
**Faulkner County Judge**  
**Faulkner County, AR**