DEPARTMENT PROCUREMENT CARD

INDEX CODE: 619.3
EFFECTIVE DATE: 06-24-21

Contents:

I. POLICY APPLICATION

This directive governs the maintenance of all procurement card accounts, and the issuance and use of said credit cards. Department procurement cards are approved, controlled, and subject to the direction of the manager of the Fiscal Management Section.

The use of the procurement card is not intended to take the place or circumvent standard procurement procedures mentioned in Index Code 619, unless otherwise specified in this directive. It is used to make small purchases (the limit set by the Purchasing Office and or further limits placed by the Chief of Police) in accordance with the County Purchasing Manual. Purchases may be made in person or over the telephone.

For the purpose of this policy, each business unit within the department will have at least one procurement card issued.

II. DEFINITIONS

A. Procurement Card

The procurement card is a charge card (such as VISA) that will be used to make small purchases of goods and services.

B. Agency Program Coordinator (APC)

Serves as the focal point for coordination of applications, issuance and destruction of cards, establishment of reports, and administrative training. The APC is the liaison between their agency, the card provider, and the Offices of Purchasing and Budget & Finance. For this department, the APC will be the Budget Analyst in the Fiscal Management Section.

C. Approving Official

The approving official is at least the cardholder's immediate supervisor. A cardholder cannot be his/her own approving official. The approving official is responsible for reviewing the cardholder's monthly statement of account to ensure purchases are made in accordance with County Purchasing Code.

D. Cardholder

The cardholder is the employee to whom a card is issued. The card bears the employee's name and county tax exempt number. It may only be used by that employee. A cardholder cannot authorize anyone else to use their card, no exceptions.

E. Statement of Account

The statement of account is a monthly listing of all payments authorized for purchases and credits made by the cardholder.

III. CARDHOLDER RESPONSIBILITY

A. Training

Purchasing will provide orientation and training on small purchase procedures for all new procurement cardholders. When necessary, the APC will provide information and basic instruction on how to use this card.

B. Standards of Conduct

All County employees shall use the Procurement Card to purchase items of supply and services only as allowed by this program. Cardholders and approving officials acknowledge that making false statements on Procurement Card records may be grounds for discipline.

C. Tax Exemption Number

The Procurement Card has the cardholder's name and the County tax exemption number embossed on it, and may only be used by that person. No other person is authorized to use the card. In all cases, the cardholder making a purchase shall instruct the vendor that sales tax is not to be charged for the transaction.

D. Purchasing

All items to be purchased must be immediately available. Back orders are not permissible. Telephone orders are to be delivered in a single shipment. Orders are not to be split to stay within the single purchase limit. Multiple items may be purchased as long as the total cost does not exceed the single purchase limit.

E. Unauthorized Use of the Card

The card will not be used for cash advances; rental or lease of land ***(unless otherwise authorized)***, buildings, vehicles; or 1-900 calls. The card is not for personal use or non-county purchases.

F. Statement of Compliance

Cardholders will be required to sign an agreement stating that they shall be personally responsible for any unauthorized Procurement Card purchase.

G. Admin Pro Policies and Procedures

All cardholders are responsible to review the Admin Pro Policies and Procedures upon receipt of the procurement card and at least once every two years thereafter.

IV. RECORDS AND DOCUMENTATION

A. *Transaction Listing*

A ***transaction listing*** will be used to document Procurement Card purchases/orders. This ***transaction listing*** is available ***to each account holder and is located on the bank's website.***

B. Card Holders/Approving Official

The cardholders will review their monthly ***transaction listings. The cardholders will review their monthly transaction listings for accuracy. Each cardholder must utilize the online allocation process and attach receipts prior to the monthly billing cycle deadline. The cardholder's approver must then complete the online approval.***

C. Lost or Stolen Cards

If a procurement card is lost or stolen, it must be reported immediately to the ***APC***. The cardholder must notify his/her approving official at once.

D. Record Retention

The cardholder will maintain a copy of their monthly statements for three (3) years. The APC will maintain the original receipts, statement copies and procurement logs, by cardholder, for three (3) years.

V. PROPONENT UNIT: Fiscal Management Section.

VI. CANCELLATION: This directive cancels Index Code 619.3 dated ***08-11-14***.