



DEPARTMENT PROCUREMENT CARD

INDEX CODE: 619.3
EFFECTIVE DATE: 11-10-11

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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 Management & Planning 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 Management & Planning 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, 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. Purchase Log

A log will be used to document Procurement Card purchases/orders. This log is available on the County intranet (<http://countyweb/>). The documentation will be held until the monthly billing statement is received and then attached to the statement when submitting to the approving official.

B. The Card Provider

A zero balance statement will be sent to the cardholder. The cardholder will send an itemized record of all monthly purchases to the plan administrator and they, in turn, will send the official invoice to the Accounts Payable Office in Finance. If no transactions are made during a billing cycle, the cardholder must submit to the Approving Official a signed log indicating this to document that there are no missing submissions.

C. Card Holders/Approving Official

The cardholders will review their monthly statements for accuracy, reconcile logs with statements, and verify that item totals on the statement and Order Log match. The cardholder then blackens out the account number on the statement (three places), attaches it to a signed Order Log, and then sends both originals to the approving official. The approving official signs the Order Log and statements then forwards both originals to the APC. All documentation must be sent to the APC within 5 working days of receipt of the monthly statement and no later than the 12th day of the month.

D. Lost or Stolen Cards

If a procurement card is lost or stolen, it must be reported immediately to the Card Provider (1-800-344-5696), which is available 24 hours a day. The cardholder must notify his/her approving official at once. The approving official must submit a written report to the APC within two working days.

E. 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: Management & Planning Section.

VI. CANCELLATION: This directive cancels Index Code 619.3 dated 06-11-07.