

ECTOR COUNTY
PURCHASING DEPARTMENT



Procurement Card Program Policies and Procedures

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Introduction

The Procurement Card (P-Card) Program is a fast, flexible method of processing purchases from vendors that accept MasterCard credit cards. This program eases the process of purchasing commodities for employees at Ector County.

The P-Card Program is facilitated through the State of Texas Comptroller of Public Accounts and approved for Ector County by the Commissioners Court. With the P-Card, cardholders may purchase non-restricted commodities from vendors without issuing a purchasing order or entering a requisition at the time of purchase. This program reduces the time and effort required to make payments for County purchases.

The use of the P-Card to pay for a purchase does not exempt the County or its officers and employees from the purchasing requirements set forth by Ector County and by the State of Texas.

How to Obtain a Procurement Card

To apply for a Procurement Card (P-Card), you and your Department Head must fill out a P-Card Request Form and Purchasing Card Employee Agreement Form and submit to purchasing. At that time, the Department Head should set transaction limit and a monthly limit. Employees that are granted a P-Card by the Purchasing Department must abide by the policies and procedures governing the use of a P-Card.

The Purchasing Department will setup training prior to issuing a P-Card. Cardholders and designated Site Administrators are required to attend P-Card training. Cardholders will be given a training validation form to complete and submit to the Program Administrator at the time of training. *P-Card holders complete P-Card training every three years, in accordance with Circular A-123 issued by the Office of Management and Budget (OMB).*

Responsibilities and Liabilities

Program Administrator Responsibilities

The Program Administrator is responsible for the overall administration of the P-Card Program. The Program Administrator is responsible for processing P-Card changes such as credit limits, account information, name changes, exception requests, etc. The Program Administrator is the liaison with the bank and all associated documents, i.e., merchant codes, card account application, cancellation of cards, monthly statement reports, etc. process “Employee’s Request for a Purchasing Card” form and train employees in accordance with Circular A-123 issued by the Office of Management and Budget (OMB).

Work with the Auditor’s Office for the smooth process of payment of the monthly statements. Maintain and keep a file of the employee cardholders and any associated documents. Revoke or

cancel any P-Card at any time due to the cardholder not following any State statute and/or any County policies and procedures, per Commissioners Court authorization. Assist with problems or questions. Present violations to Commissioners Court and maintain the integrity of the Purchasing Card Program.

Cardholder Responsibilities

The employee listed on the card has sole responsibility for the control and use of card. Cards are issued to an individual employee and not to an office, department, or other group. The cardholder is ultimately responsible for verifying that all transactions listed on the statement are valid and that the amount charged is accurate. Cardholders are also responsible for ensuring that all required P-Card documentation is maintained by the cardholder, or by a designated individual on their behalf.

The cardholder must ensure that all purchases are tax-exempt. The Ector County Tax Exemption Form is available through the Purchasing Department. Any purchase errors must be corrected immediately. Lost or stolen cards must be reported immediately. Cardholders are required to review all transactions for accuracy prior to completing reconciliations. If any receipts are missing or discrepancies are identified between statements and receipts, a Corrective Action Plan must be included outlining the steps taken to resolve the issue. Submit P-Card Log in a timely manner.

Any cardholder making an unauthorized purchase will be held liable for reimbursing the County for the amount of purchase. Cardholders that do not abide by County policies will have their card privileges suspended and or terminated. It will be the responsibility of the cardholder or Site Administrator to provide their Department Head/Elected Official with the receipts for that month should travel or extended leave be scheduled at the time the Purchasing Card Statement is due and they will not be able to complete this statement.

Late Fees

There should not be any late fees assessed to the cardholders' monthly statements if everything is processed responsibly, accurately and in a timely manner. If there is a delay in the payment due to questions or concerns on the submitted reconciled documentation there may be a late fee assessed. The late fees are rectifying the questions and/or concerns of the documentation are the responsibility of the cardholder and the cardholder's department.

Cardholders Performance

If a cardholder is terminated from employment with the County the employees paycheck can be held until all of the remaining purchases have been reconciled to the receipts, transaction log, and/or the purchasing card statement.

Site Administrator Responsibilities

- It is the Site Administrator's responsibility to verify receipts obtained by the Cardholder, reconcile all transactions and update the transaction log for each statement period.
- The reconciliation includes verifying that all transactions are correct, and the correct funding source is applied to each transaction, and that no taxes are charged. The Site Administrator must ensure that adequate funding is available prior to making purchases and review all transactions for incorrect line-item assignments before reconciliations are completed. If the Site Administrator is unable to perform the functions of their role, it is the cardholder's responsibility to notify their Department Head/Elected Official and the Program Administrator so that accommodation can be made.

Department Head/Elected Official Responsibilities

- Department Heads/Elected Officials are responsible for ensuring that the cardholders' transactions are business-related and authorized by the department.
- It is the Department Head/Elected Official's responsibility to approve the cardholder's transactions, prior to the monthly reconciliation deadline provided by the Program Administrator.
- It is the Department Head/Elected Official's responsibility to approve and provide signature authority on the Transaction Log monthly. The Transaction Log for each statement period must be signed and dated prior to the deadline issued by the Program Administrator. This process includes reviewing transaction costs to ensure that both single-purchase and monthly spending limits are properly observed.
- Limits are established by the agreement of the cardholder, Department Head/Elected Official, and Program Administrator.
- Reconcile the receipts, transaction log, and purchasing card statement for the purchases that the cardholder had made prior to an employee's revocation, transfer or termination.
- The Department Head/Elected Official is responsible for returning the P-Card to the Program Administrator if transferring to a different department, separating from the County, or if it is determined that the cardholder no longer requires a P-card. If transferring to another department, the cardholder may apply for another card under new department management.

Procedures

How to Use a P-Card

The P-Card works like a credit card. The cardholder may make purchases from vendors that accept MasterCard credit cards. The card may be used for the purchase of goods that are specifically related to the cardholder's job-related duties in the County and must serve a legitimate business purpose.

Purchases must be considered allowable according to the guidelines outlined in this manual. If unsure whether a purchase is allowed, please refer to this manual first, and/or contact the Program Administrator for further clarification.

Documenting Purchases

It is mandatory that all original receipts be retained for purchases made with the Purchasing Card. Some Critical documentation necessary for reconciliation includes, but is not limited to the following:

- Vendor sales receipt
- Itemized priced packing slip
- Purchasing Card charge slips with the itemized description of the goods and/or services purchased

Items such as Return, Credit, and/or Dispute can be documented utilizing the Returns, Credit, Dispute Log Form. In the event of any dispute charges that the cardholder cannot resolve or a cardholder has any questions, they should contact the Program Administrator by phone, email, or process the Statement of Disputed Purchase -Cardholder form assistance.

How to Report a Lost Card

Prior to the initial use of the P-Card, the cardholder must activate their account and set up an online profile. The online profile gives the cardholder electronic access to statements, transaction history, notification setup, credit information, etc. Upon receipt of the card, the cardholder should sign the back of the card.

If a P-Card is lost or stolen the cardholder must notify U.S. Bank immediately by calling Customer Service at 800-344-5696. U.S. Bank must be informed that the card in question is a County-issued P-Card. U.S. Bank will deactivate the old card and issue a new card.

After notifying U.S. Bank of a lost or stolen card, the cardholder must also inform the Program Administrator and P-Card Approver. The County is responsible for all charges incurred against a card until the Bank receives notification that the card has been lost or stolen.

The cardholder will be required to make a written report to the Department Head/Elected Official and Program Administrator within five (5) working days. The written report must include the complete information on the loss, the date of the loss was discovered, the location where the loss occurred, if known, the purchases that the cardholder had made prior to the loss, and any other information that may be considered as needed. See attached page 13.

How to Dispute a Transaction

A cardholder may dispute a charge that is not recognized or that appears to be incorrect. The cardholder should make good-faith effort to settle a claim or dispute directly with the vendor. If the cardholder is unable to come to an agreement with the vendor regarding a purchase made with the P-Card, the cardholder should initiate the dispute process with U.S. Bank Customer Service at 800-344-5696.

A disputed transaction must be submitted within 60 days of the date of the statement. U.S. Bank may require additional dispute information be faxed or emailed in order for the process to be completed. Failure to take immediate and appropriate action could result in a loss of departmental funds.

A review of statements is imperative to ensure that the P-Card is properly credited for returns, credits, and disputed charges. If an item is returned for any reason, the return must be credited back to the P-Card. Cash refunds gift cards cannot be accepted in place of credit. All returns, credits or disputes should be noted on the Transaction Log.

How to Report Fraudulent Use of the P-Card

If fraudulent activity is observed on a P-Card, the Cardholder must notify U.S. Bank immediately by calling Customer Service at 800-523-9078. After notifying U.S. Bank the cardholder must also inform the Program Administrator. U.S. Bank will also monitor accounts for any fraudulent activity. If any fraudulent activity is found on the account, the cardholder will be notified, and a new card will be issued within a few business days.

Policies and Guidelines – General Use

Application Policy

An Ector County employee may request a P-card if approved by the Department head/Elected Official who has budget authority over the default account for the anticipated P-Card. The approval authority must be senior to the cardholder.

Cardholder Policy

The cardholder cannot be the approving official for payment of his or her own purchases. The cardholder may not sign the designated Site Administrator or Department Head/Elected Official.

Policies and Guidelines – Allowable & Unallowable Purchases

Allowable Purchases

The P-Card may be used for the purchase of goods or business services that are time-sensitive or when a Purchase Order (P.O.) cannot be generated for the purchase. All purchases must conform to the policies and procedures of this manual, and any set forth by the Purchasing Department. Items that are on the Unallowable Purchase List, or otherwise considered unallowable by this manual, may not be purchased on the P-Card.

If the cardholder intends on using the P-Card County-related travel, the employee must request a Travel Advance from the Auditor's Office. An advance will be provided in the form of a check from the County Treasurer's Office. The P-Card may only be used to pay for conference registration fees, transportation such as plane fare and rental cars, and lodging.

Unallowable Purchases

The P-Card may not be used for purchasing the following items:

Alcoholic Beverages	Goods/Services Requiring a Signed Agreement
Ammunition	Goods/Services with Terms & Conditions
Animals	Hazardous Materials
Bars/Night Clubs/Liquor Stores	Leases or Rentals
Capital Equipment Upgrades	Mobile Devices
Cash Advances	Non-Essentials (i.e., office/holiday decoration)
Chemicals	Personal Items
Controlled Substances	Purchases made in attempt to bypass the normal purchasing policy
Cylinder Gases	Taxes Paid
Entertainment Expenses	Tobacco Products
Foreign Transactions	Weapons
Gift Card Purchases or Refunds	Wireless Access Points

The Program Administrator may delegate a temporary or long-term exception to the cardholder in order to meet specific County business requirements, or to enable the purchase of commodities or services due to unique circumstances. Requests for exceptions must be approved by the Purchasing Department. The Purchase Department will require business justification for the purchase on the P-Card and may require additional approval from the Cardholder's Department Head/Elected Official. All exceptions granted must be retained as a part of P-Card documentation.

Merchant Category Codes

Transactions attempted at certain vendors may decline due to the Merchant Category Code that has been assigned to the vendor. If a transaction declines due to a vendor's MCC code, and there is reasonable justification for the purchase, contact the Program Administrator.

Policies and Guidelines – Rules

Statement Period

U.S. Bank statement dates can vary by account type. The billing cycle end date may change slightly each month due to weekends or holidays, but the credit card payment due date is typically 24–30 days later and stays the same each month.

The reconciled statements along with transaction log, signature approval(s) and original receipts will be sent to the Program Administrator for review signature approval.

Limits

Limits are established by agreement of the cardholder, Department Head/Elected Official and the Program Administrator. A single transaction includes the purchase price, shipping, handling and any other related charges.

A Department Head may request a temporary or permanent limit increase to dollar thresholds. Requests for increases must be approved by the Department Head/Elected Official and submitted in writing to the Purchasing Department.

Split Purchases

“Split Purchases” are not allowed on the P-Card. A split purchase occurs when the total cost of multiple transactions from one vendor exceeds the single transaction limit. The purchase is broken up into multiple transactions, circumventing the single transaction limit.

Example: A cardholder wants to buy multiple items for a total cost of \$1,200.00. The cardholder has the vendor process a transaction of \$800.00 and makes a second separate transaction of \$400.00.

Sales Tax

All transactions purchased from a vendor are exempt from State of Texas sales tax. The cardholder must present tax-exempt status (in-person or online) prior to making a transaction. The cardholder should monitor all transactions to ensure that tax is not charged on any P-Card purchase. If sales tax is charged on a purchase, the cardholder must contact the vendor for credit. Credit receipts must be retained as a part of P-card documentation. The cardholder will be responsible for obtaining credit or for the reimbursement of any sales tax to the County that is on the receipt transaction log or statement.

A good-faith effort to remove sales tax must be made and documented for all transactions. To remedy unallowable tax charges, the cardholder may be required to obtain a refund credit, or deposit personal funds to the County Treasurer’s Office. Deposit receipts must be retained as a part of P-card reconciliation.

Note: Though not a Texas vendor, Amazon honors Texas sales tax exemptions. Cardholders must ensure that tax is not charged on Amazon purchases, or that credit is received for sales tax. Ector County has a business account through which cardholders can make tax-exempt purchases. An Amazon Business account must be in place for the cardholder prior to making any purchases on Amazon.

Credits and Returns

Cardholders are not allowed to receive a cash refund for returned merchandise. All credit or refunds must be applied to the same cardholder’s P-Card that was used for the original purchase.

Policies and Guideline – Post Purchases

Shipping and Receiving

It is the cardholder's responsibility to ensure receipts of goods and services in a timely manner and follow up with the vendor to resolve any delivery problems, discrepancies, or damaged goods.

The shipment should reference the cardholder's name, phone number and the building/room number, the item is to be delivered.

When ordering products online, the cardholder should ensure that the shipping address matches the County building in which they are located.

Shipments are not allowed to be sent to a personal residence.

P-Card Reconciliation Requirements

Transaction Logs

A hard copy P-Card Transaction Log form must be maintained for each statement period to log expenditures made with the P-Card. A copy of the P-Card Transaction Log is available in the Appendix of this manual, on the Purchasing webpage, or can be requested from the P-Card Administrator.

The following information must be recorded on the Transaction Log:

- Cardholder name, department, and default funding source
- Transaction dates, vendor, transaction amount and account number

The cardholder, Site Administrator, and the Department Head/Elected Official must sign the Transaction Log. If the cardholder and Site Administrator is the same person, the individual must sign in both places. The signature is an acknowledgement that all transactions are business-related and authorized by the department and that all necessary approvals to utilize the funding sources listed were obtained. The Transaction Log for each statement period must be signed and dated by the Department Head/Elected Official prior to turning into the Program Administrator.

The following documentation should be referenced when verifying and approving transactions:

- Transaction Log
- U.S. Bank Statement (issued by the mail to the cardholder or obtained through online portal)
- Sales and credit receipts
- Supporting documentation

The transactions must be verified against the U.S. Bank statement and transaction receipts. All transactions must be signed to a line-item account. The line-item account for each transaction should be modified and verified by the Site Administrator/cardholder to reflect allocation to the correct funding source.

If no funds are available, it is the DEPARTMENT'S RESPONSIBILITY to contact the Auditor's office regarding insufficient funds prior to submitting the Transaction Log to Purchasing.

Failure to meet the set reconciliation deadline will result in Ector County paying late fees. This may result in corrective action being taken by the Program Administrator, as follows:

- First failure: warning
- Second failure: strike
- Third failure: one (1) month suspension of card privileges
- Fourth failure: loss of card privileges

P-Card Documentation

The cardholder receives a receipt from a vendor that does not have a description itemization of the product purchased, the cardholder must list all items on the receipt. If the receipt does not have the space to list the itemization, attach a separate paper with a detailed listing of all items.

Records Reconciliation

Transaction Logs and all P-Card related documentation must be kept for a period of five (5) years.

Audits

Every month, the Program Administrator reviews transaction logs for detailed audit reviews. P-Cards are subject to review by State Auditors, State Comptrollers, Internal and External Auditors, and the Purchasing Department.

Every month the audit will be made for:

- Tax audit
- Prohibited items

Tax audits are conducted on a monthly basis in order to confirm that tax was not paid on a P-Card purchase.

Transaction audits are conducted on a monthly basis in order to confirm that a prohibited item was not purchased on the P-Card. The cardholder is required to provide receipt or granted exception request approval documentation for review to the Program Administrator prior to the deadline set by the Program Administrator.

Violation of Policy and Procedures

A P-Card violation is any action taken in contrary to the policies and procedures set forth by this manual or direction given from the Purchasing Department or Auditor's office. Violations may result in a warning or strike being applied to the cardholder's profile.

The Program Administrator will notify the cardholder if a warning or strike is issued. Upon receiving three (3) strikes, the Program Administrator will make the determination to cancel or suspend the P-Card. If the card is suspended, the cardholder will be required to attend a mandatory "refresher" training prior to reactivation of the card.

Any violation of the Purchasing Card Program Policy and Procedures will be addressed accordingly. The Program Administrator has the authority to suspend or cancel the use of any card at any time when a violation has occurred. The Program Administrator should discuss with the cardholder, and the cardholder's Department Head/Elected Official of the nature of the violation(s) and the reason for the suspension or cancellation of the use of the card.

Program Administrators will provide a Violation Form to the cardholder, and/or Site Administrator, the Department Head/Elected Official and the Auditor advising them of the nature of the violation and the reason for the suspension or cancellation of the use of the card. The Program Administrator will present the nature of violation(s) to the Commissioner's Court, in an Executive Session, for any discussion and/or additional necessary action. The Program Administrator will send the cardholder, and/or Site Administrator, the Department Head/Elected Official and the Auditor advising them of what action was taken on the matter. The cardholder and/or Department Head/Elected Official may appeal to the Commissioners' Court, on any suspension or cancellation of the use of the card by the Program Administrator.

Types of Violations

The following types of charges will be disallowed and/or considered a violation of the Purchasing Card Program. These include but are not limited to the following:

- Purchases of personnel, family or friendly nature
- Entertainment expenses
- Alcoholic beverages
- Tobacco products
- Cash advances or refunds
- Gift card purchases
- Component, separate, sequential and/or split purchases
- Taxes paid
- Monthly purchasing card statements not completed and/or turned-in a timely manner
- Lost or stolen cards not reported
- Purchases not following State statutes and/or County Policies

Safeguarding the Card

Safeguarding the P-card is the sole responsibility of each individual cardholder. The cardholder is the only person authorized to use the P-card. The P-Card and or its account number should not be "loaned" to any other individual(s). If the cardholder loans the card to another individual and fraudulent activity is identified, the cardholder will be held liable. The P-Card is to be stored in a safe place, preferably locked up, when not in use.

P-Card Contact Information

Purchasing Department
1010 East 8th Street, Room 110
Odessa, Texas 79761
Phone Number: (432)498-4020

** The following pages contain P-Card forms that may be required at various times during your term with the County and while participating in the P-Card Program.

Ector County Purchasing Card Violation Form

Cardholder Name: _____

Department: _____

Date(s) of Violation: _____

Meeting Date: _____

Attendees:

- Cardholder: _____
- Department Head/Elected Official: _____
- Other Attendees (if applicable): _____

Purpose of Meeting:

To discuss violation(s) related to P-Card usage.

Violation(s) Discussed:

Corrective Actions/Next Steps:

Results of Meeting:

Date: _____

Cardholder's Signature

Date: _____

Department Head/Elected Official's Signature

Date: _____

Program Administrator's Signature

Ector County Purchasing Card

Lost or Stolen Card Information

Cardholder Name

(last 4 digits of Card)

Department

Date of Loss/Stolen Card discovered: _____

Location where Loss/Stolen Card occurred (if known): _____

Statement of Information regarding the Loss/Stolen Card:

Pending Transactions prior to Stolen/Lost Card:

Date	Receipt #	Goods/Service	Amount	Account Code
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

Advised Department Head/Elected Official and Program Administrator verbally of lost/stolen card on: _____

I, _____ certify the above submitted information to be true and accurate.

Cardholder's Signature

Date

Department Head/Elected Official's Signature

Date

Program Administrator's Signature

Date

Submitted written report to Department Head/Elected Official and Program Administrator on: _____

Ector County Purchasing Card Statement of Disputed Purchase

Cardholder Name: _____

Department: _____

Card Number (last 4 digits): _____

Statement Period: _____

Disputed Transaction Details:

Date	Vendor Name	Amount	Reason for Dispute	Supporting Docs attached (Y/N)
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		

Cardholder Explanation/Statement of Dispute:

(Provide a detailed description of the disputed charge, including why the transaction is being disputed, attempts to resolve with the vendor, and any supporting information)

Program Administrator Review:

Date Reviewed: _____

Reviewed By: _____

Findings/Notes: _____

Resolution/Action Taken:

- Charge Approved
- Charge Disputed; follow-up with bank/vendor initiated
- Other (please specify): _____

Signatures:

Cardholder
Date _____ Site Administrator _____

_____ Date _____

Program Administrator _____ Date _____

Auditing Department _____ Date _____

Department Head/Elected Officials _____ Date _____

Ector County Purchasing Card Return/Credit Form

Name: _____

Department: _____

Card Number (last 4 digits): _____

Statement Period: _____

Original Purchase Information:

Date	Vendor Name	Amount	Good/Service	Reason for Return	Return/Credit Amount
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$

Return/Credit Details:

Date of Return/Credit: _____

Reference Number/Receipt Number: _____

Additional Notes/Comments:

Cardholder Certification:

I, _____, certify that the above listed items were returned and the associated credit has been or will be applied to my P-Card account.

Cardholder Signature: _____

Date: _____

Program Administrator Review/Approval:

Date Reviewed: _____

Reviewed by: _____

Comments/Notes: _____

Signatures:

Site Administrator

Date

Program Administrator

Date

Auditing Department

Date

Department Head/Elected Officials

Date

Ector County Purchasing Card-Transaction Log

Cardholder Name

XXXX-XXXX-XXXX-_____
(last 4 digits)

Department

I CERTIFY THE ABOVE LISTED GOODS/SERVICES WERE PURCHASED AND RECEIVED FOR THE COUNTY'S USE.

Prepared by: _____
(Cardholder Signature) _____ (Date)

Reviewed by: _____
(Site Administrator Signature) _____ (Date)

Reviewed/Approved by: _____
(Department Head/Elected Official Signature) _____ (Date)

Reviewed/Approved by: _____
(Program Administrator Signature) _____ (Date)

Reviewed/Approved by: _____
(Auditing Department Signature) (Date)

The Statement, Receipt(s) and Log must be submitted to the Program Administrator by the 15th of EACH MONTH.

Ector County Purchasing Card Program Employee Agreement

The Purchasing Card Program is a mutual effort intended to delegate both authority and responsibility for small dollar purchases to the front-line user who are in the best position to know what they need. However, as a public entity Ector County is expected to be able to demonstrate to the public that we are spending our money wisely. All participants are responsible for ensuring that the Purchasing Card Program can withstand the scrutiny of the press, the public and internal auditing.

Your participation in the Purchasing Card Program is a convenience that carries responsibilities. Although the card is issued in your name, it should be considered County property and should be used with good judgement. Your signature below verifies that you have read and understand the **Purchasing Card Program Policy and Procedures** and specifically agree that:

- My card may be revoked at any time based on a change of assignment of at the County's sole discretion.
- The card is for business-related purchases ONLY; **personal charges shall not be made on the card.**
- I am the only person entitled to use my card, and I am responsible for all charges made against the card.
- **That improper use of the card can be considered misappropriation of County funds which may result in disciplinary action.**
- All charges are billed directly to and paid directly by the County. Any personal charges on the card will be considered misappropriation of County funds since the cardholder cannot pay the bank directly.
- I am expected to comply with internal control procedures in order to protect County assets. This includes following all Purchasing Card Policies and Procedures, keeping vendor receipt/invoices, reconciling the Purchasing Card monthly transaction statements, and following proper card security measures.
- I am responsible for reconciling the Purchasing Card monthly transaction statement and resolving any discrepancies by contacting the supplier of U.S. Bank.
- A lost or stolen card will be reported immediately by telephone to U.S. bank Customer Service at 800-344-5696, as well as to: your supervisor, Department Head/Elected Official and the Program Administrator at the Purchasing Department.
- I will surrender my card upon the revocation from the Purchasing Card Program or termination of employment and that no further use of the Purchasing Card will be authorized.
- **The Purchasing Card is to be used for Ector County business purposes only and is not to be used to circumvent any State statutes and/or County policies.**
- **Failure to comply with the Purchasing Card Policies and Procedures may result in the privileges being revoked and/or disciplinary action taken, up to and including termination of employment.**
- **Any disallowed purchases shall be reimbursed to the County, or may be deducted from my paycheck, or my paycheck may be withheld until all reimbursements and/or deductions have been completed to the satisfaction of the County.**

I, _____, have read and understand the use of this card and will fully adhere to and
(Cardholder Printed Name)
comply with the Purchasing Card Policies and Procedures.

Signature of Cardholder

Date

I, _____, am responsible for the cardholder meeting all requirements specified for
(Department Head/Elected Official Printed Name)
the use of the card.

Department Head/Elected Official Signature Date

Program Administrator Signature Date

**Ector County Purchasing Card
Request for/Change to/or Cancellation**

Employee Information:

Full Name of Employee (print): _____ Date: _____
(as it will appear on the card)

Social Security: XXX-XX-_____ Date of Birth: ____ / ____ / ____ Employee ID #: _____

Address: _____ Phone (personal): _____
_____ Email (personal): _____

Employee Signature: _____

Employee Department Information:

Department (will appear under the employee's name on card): _____

Address: _____ Phone (department line/direct line): _____

Department Site Administrator: _____
(Printed Name) _____ (Signature) _____

Reason for Request:

- Issue of New Purchasing Card
- Change in Job Duties
- Cancellation of Purchasing Card
- Temporary Change
- Transfer to Another Department
- Termination
- Policy Violation
- Other (please specify): _____

Transaction Limits: Single (each purchase) Limit not to Exceed: \$ _____

Monthly Credit (total purchases of the month) Limit not to Exceed: \$ _____

Justification of Card: _____

Restrictions (other restrictions not in County Statutes/Policy): _____

REQUESTED BY: _____
Signature of Department Head/Elected Official _____ Date _____

APPROVED BY: _____
Signature of P-Card Program Administrator _____ Date _____

Card #: _____ Date Issued: _____ Training Date: _____

Card Cancelled/Termination by Court: _____ Card Returned to Purchasing Dept.: _____

Card Cancelled by U.S. Bank: _____

All requested information is required. This form will be held in the strictest of confidence. If there are any questions, please call the Program Administrator at 432-498-4020.



Ector County Purchasing

Purchasing Card (P-Card) Training Validation Form

I certify that I have received a copy of the P-Card Training PowerPoint presentation. I further certify that I have read, understand, and have been trained in the details of the Ector County Purchasing Card (P-Card) Program Policies and Procedures, including my responsibilities under those policies.

I certify that I have also received a copy of the full Ector County P-Card Program Policies and Procedures.

I acknowledge that I have been given the opportunity to ask questions and that I understand compliance with the P-Card Program is a condition of my employment. I further understand that the P-Card Program Administrator (Purchasing Agent) may take appropriate disciplinary action, up to and including termination of employment, for violations of the policies and procedures, applicable Texas laws, or ethical standards of conduct.

I certify my intent to fully comply with the Ector County Purchasing Card Program Policies and Procedures, including timely monthly reporting, adherence to all applicable purchasing policies, and, when necessary, seeking guidance from the Purchasing Department to ensure compliance with all requirements.

Name

Department

Signature

Date



**Ector County
Purchasing Card
Miscellaneous Information (based on common occurrences)**

- P-Cards should follow the monthly statement in the same order.
- All charges on your P-Card for conferences, hotels, and travel MUST have copies of the conference registration and agenda attached.
- All credits need back-up paperwork.
- Contact the Purchasing Department for a "lost receipt" form if you do not have a receipt.
- **PLEASE PAY CLOSE ATTENTION TO SALES TAX.** If sales tax is charged on a transaction, you must have the vendor remove the tax at the time of purchase or personally remit the tax to the Treasurer's Department. Proof of payment must be attached to your P-Card log.
- The completed Transaction Log, along with all receipts and statements, are due on the 15th of EVERY month.
- Please do not use staples. Secure all loose receipts to a blank sheet of paper using tape, arranged in the order they appear on the statement.
- Do not write on the original statement. If annotations are necessary, a copy of the statement must be made, and all notes shall be recorded on the copy only.

U.S. Bank Information-

Customer Service for Cardholders (24 hours support) 800-344-5696

Supports cardholders with the following:

- Balance and statement inquiry
- Reporting disputed items and fraud
- Declined purchases
- Card activation
- Report lost/stolen cards
- Requesting manual authorizations

Fraud investigations 800-523-9078

Supports cardholder with the following:

- Reporting fraud
- Inquiring about an existing fraud case



Ector County Commissioner Court

Policy Approval Form

Policy Title: Procurement Card (P-Card) Program and Procedures-Third Revision

Effective Date: _____

Approved By:

County Judge (print)

Signature

Date