

# **ECTOR COUNTY PURCHASING DEPARTMENT**



## **Procurement Card Program Policies & Procedures**

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## **Introduction**

The Procurement Card (P-Card) Program is a fast, flexible method of processing of 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 of from vendors without issuing a purchase 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.

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.

## **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 bank and all associated documents, i.e., Merchant Codes, Card Account Application, Cancellation of Cards, Monthly Statements Reports, etc. Process "Employee's Request for a Purchasing Card" form & Train Employees.

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 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 the 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.

Any Cardholder making an unauthorized purchase will be held liable for reimbursing the County for the amount of the 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 the statement. Submit P-card log in a timely basis

#### *Late Fees*

There should not be any late fees assessed to the Cardholder's 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 and 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 the 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. If the Site Administrator is unable to perform the functions of their role, it is the Cardholder's responsibility to notify their department/elected official and the Program Administrator so that accommodations can be made.

#### *Department Head/Elected Official Responsibilities*

- Department Heads/Elected Officials are responsible for ensuring that the Cardholder's 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 on a monthly basis. The Transaction Log for each statement period must be signed and dated prior to deadline issued by the Program Administrator.
- Limits are established by agreement of the Cardholder, Department Head/Elected Official, and the 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 at 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 slip 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, and 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, or E-mail, or process the Statement of Disputed Purchase – Cardholder form for 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 Citibank immediately by calling Customer Service at 1-800-248-4553. Citibank must be informed that the card in question is a County-issued P-Card. Citibank will deactivate the old card and issue a new card.

After notifying Citibank 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 a 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 Citibank Customer Service at 1-800-248-4553, or online via the Citibank Commercial Cards online portal.

A disputed transaction must be submitted within 60 days of the statement date. Citibank 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 the credit. All returns, credits, or disputes should be noted on the Transaction Log.

### *How to report fraudulent use of a P- Card*

If fraudulent activity is observed on a P-Card, the Cardholder must notify Citibank immediately by calling Customer Service at 1-800-248-4553. After notifying Citibank the Cardholder must also inform the Program Administrator. Citibank 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 seven (7) days.

## **Policies and Guidelines – General Use**

### *Application Policy*

An Ector County employee may request a P-Card if approved by a 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 as the designated Site Administrator or Department Head/Elected Official.

## **Policies and Guidelines – Allowable & Unallowable Purchases**

### *Allowable Purchases*

The P-Card may be used for purchase of goods or business services that are time sensitive or when a 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 Purchasing Department. Items that are on the Unallowable Purchases 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 Pro Card may not be used for purchasing the following items:

Alcoholic Beverages	Goods/Services Requiring a Signed Agreement
Ammunition	Goods/Services with Terms and Conditions
Animals	Hazardous Materials
Bars/Night Clubs/Liquor Stores	Leases or Rentals
Capital Equipment Upgrades	Mobile Devices
Cash Advances	Personal Items
Chemicals	Purchases Involving Equipment Trade-In
Controlled Substances	Taxes Paid
Cylinder Gases	Tobacco Produces
Entertainment Expenses	Weapons
Foreign Transactions	Wireless Access Points
Gift Card Purchases or Refunds	

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 Purchasing Department will require a business justification for the purchase on the P-Card, and may require additional approval from the Cardholder's Department Head/Elected Official. All granted exceptions 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 reasonable is justification for the purchase, contact the Program Administrator.

### **Policies and Guidelines – Rules**

#### *Statement*

The statement period for the P-Card begins on the 4<sup>th</sup> of every month, and ends on the 3<sup>rd</sup> of the following month. It is recommended that Card Holders or Site Administrators access the Citi statements from the Citi Bank website on the 5<sup>th</sup> of every month and submit to purchasing no later than the 15<sup>th</sup> of every month. Statements can be accessed through the following link: <https://home.cards.citidirect.com/CommercialCard/login?locale=en>

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 a 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 a credit is received for the 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 P-Card that was used for the original purchase.

## **Policies and Guidelines – 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 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; and
- 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 Department Head/Elected official prior to turning in to the Program Administrator.

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

- Transaction Log
- Citibank Statement (Issued by mail to Cardholder or obtained through online portal)
- Sales and credit receipts
- Supporting documentation

The transactions must be verified against the Citibank statement and transaction receipts. All transactions must be assigned 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 taken by the Program Administrator, as follows:

- First failure: Warning
- Second failure: Strike
- Third failure: 1-month suspension of card privileges
- Fourth failure: Loss of card privileges

### *P-Card Documentation*

The Cardholder is responsible for ensuring that P-Card documentation is maintained at the department. The following documentation must be retained for each statement period:

- Sales and credit receipts
- Back up for conferences
- Transaction Log
- Citibank statement

If 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 Retention*

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 a detailed audit review. P-Cards are subject to review by State Auditors, State Comptrollers, Internal and External Auditors, and the Purchasing Department.

Every month 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.

### *Violations 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 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 Administrator 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 the violation(s) to the Commissioner's Court, in an Executive Session, for any discussion and/or any additional necessary action. The Program Administrator will send 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 personal, 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 in a timely manner.
- Lost or Stolen Cards not reported.
- Purchases not following State Statutes and/or County Policies.

### *Safeguarding the Card*

The Cardholder's name and Ector County on the front of each P-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.

### *Built in features of Purchasing Card Program*

The P-Card program offers the cardholder and the County some additional tools to both ensure user safety and assistance in program administration.

- \$100,000 annual liability coverage to County for misuse.
- County logo, County name, Department name, and Tax exempt number all printed on the Card.
- 100% Loss coverage after Card is reported lost or stolen.
- Insurance Benefits for traveling on County Business, out of the County:
  - \$500,000 Travel accident insurance.
  - \$1,250 supplemental Lost Luggage coverage.
  - \$2,500 supplemental Emergency Medical coverage.
- Travel assistance services.
- Program Reports for Administrator to review and evaluate purchases, concerns and misuses.

**P-Card Program Contact Information**

Purchasing Department  
1010 E. 8<sup>th</sup> Street, Room 110  
Odessa, Texas 79761  
Phone Number: (432) 498-4020  
Fax Number: (432) 498-4039

# P-Card Forms

## PURCHASING CARD - VIOLATION FORM

Employee Name: \_\_\_\_\_ Card # \_\_\_\_\_ Department \_\_\_\_\_  
 (Printed) (last 4 digits)

Violation(s)	Date	Receipt #	Goods and/or Services	Amount	Account Code
--------------	------	-----------	-----------------------	--------	--------------

1. \_\_\_\_\_ \$ \_\_\_\_\_ - -  
 Statement to document violation.

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Date	Receipt #	Goods and/or Services	Amount	Account Code
------	-----------	-----------------------	--------	--------------

2. \_\_\_\_\_ \$ \_\_\_\_\_ - -  
 Statement to document violation.

---

Date	Receipt #	Goods and/or Services	Amount	Account Code
------	-----------	-----------------------	--------	--------------

3. \_\_\_\_\_ \$ \_\_\_\_\_ - -  
 Statement to document disputed activity.

---

A. Meeting date \_\_\_\_\_, to discuss violations, with Cardholder and Dept. Head/Elected Official  
 Results of meeting \_\_\_\_\_

\_\_\_\_\_  
 Card Holder Signature                      Dept Head/Elected Signature                      Program Admin Signature-Date

B. Meeting date \_\_\_\_\_, to discuss violations, with Commissioners' Court  
 Results of meeting \_\_\_\_\_

\_\_\_\_\_  
 Card Holder Signature                      Dept Head/Elected Signature                      Program Admin Signature-Date

C. Meeting date \_\_\_\_\_, to discuss Court recommendations, with Cardholder and Dept. Head/Elected Official  
 Results of meeting \_\_\_\_\_

\_\_\_\_\_  
 Card Holder Signature                      Dept Head/Elected Signature                      Program Admin Signature

Cc: Cardholder, Site Administrator, Department Head/Elected Official, Program Administrator, Audit

**PURCHASING CARD – LOST OR STOLEN**

Cardholder Name (Printed) \_\_\_\_\_ XXXX-XXXX-XXXX-  
 Card Number (last 4 digits) Department \_\_\_\_\_

Date	Receipt #	Goods and/or Services	Amount	Account Code
1. _____	_____	_____	\$ _____	- -
2. _____	_____	_____	\$ _____	- -
3. _____	_____	_____	\$ _____	- -
4. _____	_____	_____	\$ _____	- -
5. _____	_____	_____	\$ _____	- -
6. _____	_____	_____	\$ _____	- -
7. _____	_____	_____	\$ _____	- -
8. _____	_____	_____	\$ _____	- -
9. _____	_____	_____	\$ _____	- -
10. _____	_____	_____	\$ _____	- -

Date of loss/stolen card discovered \_\_\_\_\_

Location where loss/stolen card occurred \_\_\_\_\_  
 Statement on the information as to the loss/stolen.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I CERTIFY TO THE ABOVE SUBMITTED INFORMATION TO BE TRUE AND ACCURATE.**

\_\_\_\_\_  
 (Cardholder Signature) Date

\_\_\_\_\_  
 (Department Head/Elected Official Signature) Date

\_\_\_\_\_  
 (Program Administrator Signature) Date

Advised Department Head/Elected and Program Administrator verbally on \_\_\_\_\_

Submitted written report to Department Head/Elected and Program Administrator on \_\_\_\_\_



**PURCHASING CARD – STATEMENT OF DISPUTED PURCHASE - CARDHOLDER**

Date: \_\_\_\_\_

Full Name of Employee (print): \_\_\_\_\_  
(As it appears on your card) Printed Name Signature

Card # XXXX-XXXX-XXXX-\_\_\_\_\_  
(last 4 digits)

Department Name (that appears under the employee's name): \_\_\_\_\_

Department Site Administrator \_\_\_\_\_  
Printed Name Signature

Date	Receipt #	Goods and/or Services	Amount	Account Code
1. _____	_____	_____	\$ _____	- -

Statement to document disputed activity.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach a copy of the Dispute Log and Receipt(s).

REQUESTED BY: \_\_\_\_\_  
Signature of Department Head/Elected Official Date

RECEIVED BY: \_\_\_\_\_  
Signature of Purchasing Card Program Administrator Date



**PURCHASING CARD – RETURN, CREDIT, DISPUTE LOG**

\_\_\_\_\_  
Cardholder Name (Printed)      XXXX-XXXX-XXXX-  
Card Number      (last 4 digits)      Department

<b>Date</b>	<b>Receipt #</b>	<b>Goods and/or Services</b>	<b>Amount</b>	<b>Account Code</b>
1. _____	_____	_____	\$ _____	_____ - _____ - _____
Statement to document disputed activity.				

<b>Date</b>	<b>Receipt #</b>	<b>Goods and/or Services</b>	<b>Amount</b>	<b>Account Code</b>
2. _____	_____	_____	\$ _____	_____ - _____ - _____
Statement to document disputed activity.				

<b>Date</b>	<b>Receipt #</b>	<b>Goods and/or Services</b>	<b>Amount</b>	<b>Account Code</b>
3. _____	_____	_____	\$ _____	_____ - _____ - _____
Statement to document disputed activity.				

<b>Date</b>	<b>Receipt #</b>	<b>Goods and/or Services</b>	<b>Amount</b>	<b>Account Code</b>
4. _____	_____	_____	\$ _____	_____ - _____ - _____
Statement to document disputed activity.				

Attach a copy of the receipt(s) to this form.  
**I CERTIFY TO THE ABOVE LISTED DISPUTED RECEIPTS.**

Reviewed and/or Prepared by \_\_\_\_\_  
(Site Administrator Signature)      Date \_\_\_\_\_

Reviewed and Approved by \_\_\_\_\_  
(Department Head/Elected Official Signature)      Date \_\_\_\_\_

Reviewed and Approved by \_\_\_\_\_  
(Program Administrator Signature)      Date \_\_\_\_\_

Reviewed and Approved by \_\_\_\_\_  
(Auditing Department Signature)      Date \_\_\_\_\_

**PURCHASING CARD - TRANSACTION LOG**

Cardholder Name (Printed)	XXXX-XXXX-XXXX- Card Number	(last 4 digits)	Department
---------------------------	--------------------------------	-----------------	------------

  

	Date	Vendor Name	Receipt #	Goods and/or Services-Comments	Amount	Line-Item Account Code
1.	_____	_____	_____	_____	\$ _____	_____ - _____
2.	_____	_____	_____	_____	\$ _____	_____ - _____
3.	_____	_____	_____	_____	\$ _____	_____ - _____
4.	_____	_____	_____	_____	\$ _____	_____ - _____
5.	_____	_____	_____	_____	\$ _____	_____ - _____
6.	_____	_____	_____	_____	\$ _____	_____ - _____
7.	_____	_____	_____	_____	\$ _____	_____ - _____
8.	_____	_____	_____	_____	\$ _____	_____ - _____
9.	_____	_____	_____	_____	\$ _____	_____ - _____
10.	_____	_____	_____	_____	\$ _____	_____ - _____

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

Prepared by \_\_\_\_\_ (Cardholder Signature) \_\_\_\_\_ Date  
 Reviewed/Prepared by \_\_\_\_\_ (Site Administrator Signature) \_\_\_\_\_ Date

Reviewed and Approved by \_\_\_\_\_ (Department Head/Elected Official Signature) \_\_\_\_\_ Date  
 Reviewed/ Approved by \_\_\_\_\_ (Program Administrator Signature) \_\_\_\_\_ Date

Reviewed and Approved by \_\_\_\_\_ (Auditing Department Signature) \_\_\_\_\_ Date

**The Statement, Receipt(s) and Log must be submitted to the Program Administrator by the 15<sup>th</sup> of the 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 to ensure 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 judgment. 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 change of assignment or at the County’s sole discretion.
- The card is for business-related purchases only; **personal charges shall not be made to the card.**
- I am the only person entitled to use my card and that 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 Chase Bank.
- A lost or stolen card will be reported immediately by telephone to CitiBank Customer Service at (800) 248-4553, 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 (The Cardholder) have read and understand the use of this card and will fully adhere and comply to the Purchasing Card Policies and Procedures.**

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**Cardholder:** (Printed Name), (Signature), (Date)

**I (Department Head/Elected Official) am responsible for the Cardholder meeting all the requirements specified for the use of the card.**

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**Department Head/Elected Official:** (Printed Name), (Signature), (Date)

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**Program Administrator/Purchasing Agent:** (Printed Name), (Signature), (Date)

**REQUEST FOR / CHANGE TO / OR CANCELLATION OF A PURCHASING CARD**

Date: \_\_\_\_\_  
I request the following employee be: Issued / Changed / Canceled (**circle one**) a County Purchasing Card.

Full Name of Employee (Print): \_\_\_\_\_  
(As it will appear on the card)

Employee Signature: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Social Security (Last 4 digits) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Department Name (will appear under the employee's name on the card): \_\_\_\_\_

Department Mailing Address \_\_\_\_\_

Employee's: Work- Phone # 432-\_\_\_\_\_, E-Mail Address: \_\_\_\_\_@ectorcountytexas.gov

Employee's Home – Mailing Address & Zip \_\_\_\_\_ -Phone # \_\_\_\_\_ Home-E-Mail Address \_\_\_\_\_

Department Site Administrator: \_\_\_\_\_  
Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Transaction Limits: Single (Each Purchase) Limit (**Not to exceed**): \$ \_\_\_\_\_

Monthly Credit (Total Purchases for Month) Limit (**Not to exceed**): \$ \_\_\_\_\_

Justification for use of card: \_\_\_\_\_

Restrictions (Other restrictions not in County Statutes or Policy): \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_  
Signature of Department Head/Elected Official \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
Signature of Purchasing Card Program Administrator \_\_\_\_\_ Date \_\_\_\_\_

CARD # \_\_\_\_\_ Date Issued \_\_\_\_\_

Training Date \_\_\_\_\_ Card Cancelled/Terminated by Court \_\_\_\_\_

Card Returned to PA \_\_\_\_\_ Card Cancelled by PA with 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.