



ECTOR COUNTY, TEXAS

PURCHASING CARD PROGRAM

POLICIES AND PROCEDURES

Adopted by Ector County Commissioners' Court - April 26, 2010

For Implementation - April 26, 2010

- A. **General:** The Purchasing Card Program allows County employees to make small dollar purchases required for normal operations and/or for traveling. The intent of this program is to enhance the capabilities of department personnel to perform operational tasks. The Purchasing Card may be used with any vendor that accepts a MasterCard credit card charge. It is important for all participants to understand the importance of using the Purchasing Card Program as intended. The Purchasing Card is another Payment Method of the overall Procurement process. The Purchasing Card should not be used to circumvent any State or County statutes, rules, regulation, policies and/or procedures.
- B. **Program Administrator:** The Purchasing Agent shall act as the Program Administrator, or shall appoint a Purchasing Department staff member to perform the duties of the Program Administrator, and is responsible for the overall administration of the program.
- C. **Issuance:** Cards are issued in the name of Ector County to an individual Cardholder. **The Cardholder is the only person entitled to use the card and is responsible for all charges made against the card.**
- D. **Statements:** Statements are submitted to the individual Cardholder and/or the Site Administrator. These statements will be mailed, by the bank, to their Departmental work address. These statements may also be obtained utilizing the “SmartData On-Line” feature provided by JP Morgan Chase. The Cardholder and/or the Site Administrator will reconcile their receipts to the statement. The Department Head/Elected Official will review and provide an approval signature. The statement is forwarded to the Program Administrator for review and approval signature. The Program Administrator then submits the statements to Audit. (See attachment “C” for an example, page 16.)
- E. **Responsibilities of Cardholder:**
 - 1. The Purchasing Card is issued to the individual in their name. An employee that is assigned a Purchasing Card should consider this as a privilege. All purchases made using the card must be only for that individual. Each individual is responsible for the security of their Purchasing Card. If the individual does not follow the established guidelines when using the Purchasing Card, then they will be subject to disciplinary action, which could include termination of employment.
 - 2. The Purchasing Card is to be used for **County Business ONLY**; personal charges shall not be made to the card as this constitutes private use of public funds. Any personal charges on the card will result in disciplinary action, which could include termination of employment.
 - 3. Spending limits will be provided to each Cardholder setting the maximum dollar amount for each single purchase (Single Transaction Limit), and the total dollar amount for all purchases made within a given month (The Credit Limit).
 - a. These limits will be set by the Program Administrator and Department Head/Elected Official and adjusted if necessary.
 - b. Each time a Cardholder makes a purchase with their Purchasing Card, transaction limits will be electronically checked by the bank and the authorization request will be declined should the amount exceed these limits.

4. The total of a single purchase may be comprised of multiple goods and/or services and cannot exceed the authorized Single Transaction Limit. Component, Separate, Sequential or Split Purchases that are made in order to stay within the Single Transaction Limit are not appropriate and can result in disciplinary action, which may include revocation of the Cardholder's participation in the program and including termination of employment.
5. Any time a purchase is made using the Purchasing Card, whether it is done over the counter, over the internet, or by telephone, an itemized **receipt must be obtained** by the Cardholder **as proof of the purchase**. This receipt will later be used by the Cardholder and/or the Site Administrator to reconcile the purchases shown on the Cardholder's monthly statement.
6. **The County is tax-exempt and the Cardholder should ensure that Purchasing Card purchases do not include any sales tax.**
 - a. **The Cardholder shall inform the vendor that the purchase is tax-exempt.**
 - b. **The Cardholder will be responsible for the reimbursement of any sales tax to the County that is on the receipt and/or statement.**
7. The Cardholder is responsible for reconciling the monthly statement received from the bank, with Department Head/Elected Official approval, this responsibility may also be delegated to a Site Administrator.
8. Upon transfer or termination, the Cardholder must return their Purchasing Card to their Department Head/Elected Official. The Department Head/Elected Official must immediately notify the Program Administrator, in writing, of the matter. The Purchasing Card must be returned to the Program Administrator for the completion of the card cancellation process.
9. Should the Cardholder lose or have their Purchasing Card stolen, it is the responsibility of the Cardholder to notify JP Morgan Chase Bank, Customer Service, at 1-800-890-0669, the Site Administrator and/or the Department Head/Elected Official, and the Program Administrator of the lost or stolen card **WITHIN ONE (1) WORKDAY** after discovery of the loss or theft of the card. The Cardholder will be required to make a written report to the Department Head/Elected Official and Program Administrator **WITHIN FIVE (5) WORKDAYS** that will 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 attachment "H", page 21, Lost or Stolen Card form.)

F. **Responsibilities of Site Administrator:**

1. The Site Administrator will be the Department Head/Elected Official or an employee in the department, which he or she designates. This person will be responsible for reviewing the transactions of the individual Cardholder(s) to make sure the transactions are legitimate business expenses and are classified into the appropriate budget line item account.
2. The Site Administrator will complete the transaction log, maintain the receipts, and reconcile the monthly statement of the Cardholder(s).
3. The Site Administrator must notify the Department Head/Elected Official and the Program Administrator within three (3) to five (5) workdays of any unresolved disputes.

G. Responsibilities of Department Head/Elected Official:

1. Approve and submit the Employee's Request for a Purchasing Card.
2. Assign a Site Administrator, if a person is so designated.
3. Be the final departmental approver of the completed transaction log/monthly statement and the budget line item accounts used for the purchases on the Purchasing Card.
4. Notify the Program Administrator on the revocation of a Purchasing Card, the Transfer, and/or Termination of an employee.
5. 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.

H. Responsibilities of Program Administrator:

1. Facilitate the Purchasing Card Program.
2. Be the liaison with bank and all associated documents, i.e., Merchant Codes, Card Account Application, Cancellation of Cards, Monthly Statements Reports, etc. (See attachment "K" for example, page 24.)
3. Process "Employee's Request for a Purchasing Card" form.
4. Work with Audit for the smooth process of payment of the monthly statements.
5. Maintain and keep a file of the employee Cardholders and any associated documents.
6. Request a full audit of any Cardholder's account at any time at their discretion.
7. Revoke or cancel any Purchasing Card at any time due to the Cardholder not following any State statute and/or County policies and procedures, per Commissioners' Court authorization.
8. Assist with problems or questions.
9. Present Violations to Commissioners' Court.
10. Maintain the integrity of the Purchasing Card Program.

I. Purchasing Card Controls:

1. Transaction Limits:

- a. Each Purchasing Card has a Single Transaction Limit.
- b. This is the total amount available on the Purchasing Card for any single purchase (transaction).
- c. Limits may vary for each Cardholder, and will be established by the Department Head/Elected Official in conjunction with the Program Administrator.
- d. A transaction includes the purchase price for all goods and/or services and shall include any freight, handling, delivery and/or installation charges.
- e. Cardholders should not attempt to make a purchase greater than the approved amount.
- f. Cardholders should not make component, separate, sequential and/or split purchases of goods and/or services that in a normal Purchasing practices would be purchased in one purchase.
- g. Limits may be changed, by the Department Head/Elected Official, by submitting an updated Employee's Request for a Purchasing Card, as long as the request is within the County Procurement Policies and Procedures.

2. **Credit Limits:**

- a. Each Purchasing Card has a monthly Credit Limit.
- b. This is the amount, available on the Purchasing Card, will be for all of the total monthly purchases (transactions).
- c. Limits may vary for each Cardholder, and will be established by the Department Head/Elected Official in conjunction with the Program Administrator.
- d. Limits may be changed, by the Department Head/Elected Official, by submitting an updated Employee's Request for a Purchasing Card.

3. **Vendors:**

a. **Merchant Category Codes:**

- 1.) Vendors are allowed or disallowed by the use of Merchant Category Codes.
- 2.) These Codes have been reviewed by the Program Administrator and a member of the Commissioners' Court.
- 3.) The majority of the Codes have been established that will allow the Purchasing Card to be used with various types of merchants (vendors).
- 4.) The Purchasing Card Program may exclude some types of vendors.
 - a.) If the Purchasing Card is attempted to use with excluded vendors then the authorization will be declined.
 - b.) Excluded vendors may be added to an approved list only by the approval of the Program Administrator and in conjunction with the Department Head/Elected Official and a member of the Commissioners' Court.
 - c.) The Program Administrator should be contacted if a vendor is declined and there is a reason to think they should not have been.

b. **New Vendors:**

- 1.) New vendors who are interested in doing business with the County should contact the Program Administrator.
- 2.) The Program Administrator will work with the bank to assess the possibility of establishing the vendor for credit card processing.

J. **Eligibility:**

- 1. The Department Head/Elected Official shall determine the eligibility of an employee to become a Purchasing Card Cardholder and submit a "Request for a Purchasing Card" form. (See attachment "A", page 14.)
- 2. Each employee, wanting to become a Purchasing Card Cardholder, must attend a training session before receiving the Purchasing Card. The training session is provided by the Program Administrator.
- 3. Each employee must sign a Cardholder Agreement (See Attachment "B", page 15) which will be kept in a file by the Program Administrator and a copies will be submitted to the requesting department and the individual employee (Cardholder) for their records.

K. **Maintaining the Purchasing Card:**

1. **Monthly Statement:**

- a. The Purchasing Card billing system is an individual bill/central pay arrangement.
- b. Each Cardholder or Site Administrator will receive a monthly statement, at their departmental address by the 15th, or may obtain it utilizing the “SmartData” on-line feature on the 5th of each month, to reconcile.
- c. The received statement will reflect all of the Cardholder’s charges for the previous month.
- d. The reconciled statements along with transaction log and original receipts will be sent to the Program Administrator for review.
- e. The Program Administrator will submit the reviewed statement/transaction logs to the Audit Department for payment processing.

2. **Monthly Review/Reconciliation:**

- a. The primary purpose of the review is to ensure the proper expenditure of funds has occurred under the Program as well as gather data on how, where, and for what the Purchasing Cards were used.
- b. The review is done to ensure the Program works as designed and is properly used.
- c. It is the primary responsibility of the Cardholder, Site Administrator, and the Department Head/Elected Official to make sure the review is done and the reconciliation functions are accurately completed.

3. **Sales and Use Tax:**

- a. The County is exempt from State of Texas Sales Tax.
- b. The Card is imprinted with the statement: “ECTOR COUNTY”
“TAX EXEMPT #756000934”
“For Official Use Only”
(See attachment “J” for an example, page 23.)
- c. If a vendor needs an Exemption Certificate they may contact the Purchasing Department to obtain one.
- d. If a vendor needs the Tax Exemption number to complete the purchase then you should give them the County’s federal tax exemption number 1-75-6000934, which is also printed on the Card.
- e. The Cardholder should get a credit from the vendor on any sales taxes charged.
- f. **If the vendor will not provide a credit and taxes are to be paid, then it is the Cardholder’s responsibility to reimburse the County for the charged tax.**

4. **Safeguarding/Security of the Purchasing Card:**

- a. The Cardholder’s Name and Ector County is printed on the Purchasing Card.
- b. Although the Cardholder’s name appears on the Card, the Card is still the Property of Ector County and should be used accordingly.
- c. Safeguarding the Card is the Cardholder’s responsibility.
- d. The only person authorized to use the Purchasing Card is the individually assigned Cardholder.
- e. It is recommended that the County Purchasing Card be kept in a safe place when not in use.
- f. If the Purchasing Card is lost or stolen, follow the procedures identified in Section E., 9, page 3.

- g. This Card should be treated with the same level of care as the cardholder would use with their own personal charge cards.
- h. Guard the Purchasing Card account number carefully.
 - 1.) It should not be posted at a work area, or left in a conspicuous place.
 - 2.) It should be kept in an accessible, but secure location.
- i. There are some built in features with this Purchasing Card Program.
 - 1.) \$100,000 annual liability coverage to County for misuse.
 - 2.) County logo, County name, Department name, and Tax exempt number all printed on the Card.
 - 3.) 100% Loss coverage after Card is reported lost or stolen.
 - 4.) Insurance Benefits for traveling on County Business, out of the County:
 - a.) \$500,000 Travel accident insurance.
 - b.) \$1,250 supplemental Lost Luggage coverage.
 - c.) \$2,500 supplemental Emergency Medical coverage.
 - 5.) Travel assistance services.
 - 6.) Program Reports for Administrator to review and evaluate purchases, concerns and misuses.

L. Travel using the Purchasing Card:

- 1. If the Cardholder intends on using the Purchasing Card for traveling on County business, out of the County, the Cardholder may not receive a "Travel Advance" on purchases to be used by the Card.
- 2. The Cardholder must submit a Travel form according to the County Travel Policy and will only be reimbursed and/or must reimburse the County the total allowed expenses.

M. Procedures:

- 1. **Request for or Cancellation of Purchasing Cards:**
 - a. The Cardholder's Department Head/Elected Official is responsible for submitting to the Program Administrator to process a Request for/or Cancellation of a Purchasing Card form for a request of an authorized Cardholder, cancel the card of a cardholder, and for turning in cards to be canceled. (See attachment "A", page 14.)
 - b. The Program Administrator must approve all new card issues and cancel all unneeded cards.
- 2. **Approved Cardholder's:**
 - a. Must complete and turn in an "Employee Agreement." (See attachment "B", page 15.)
 - b. Must go through a training seminar.
 - c. Both items a and b above must be completed prior to a Purchasing Card being issued.
- 3. **Purchasing Card Activation:**
 - a. Upon receipt of the Card, the Cardholder should sign the back of the Card.
 - b. Before the Card can be used, the Cardholder must call JP Morgan Chase Bank, Customer Service, at 1-800-890-0669 to have the Card activated.

4. **Making the Purchase:**

- a. Call, fax, website or personal visit with the vendor.
- b. Give the vendor all of the necessary information to complete the purchase.
- c. Request a receipt and keep it for the monthly Purchasing Card Statement reconciliation.
- d. Record the receipt(s) daily to the Transaction Log.

5. **Documenting Purchases:**

- a. It is **mandatory** that **all receipts be retained** for purchases made with the Purchasing Card.
- b. Some critical documentation necessary for reconciliation includes, but is not limited to the following:
 - 1.) Vendor sales receipt.
 - 2.) Itemized priced packing slip.
 - 3.) Purchasing Card charge slip with the itemized description of the goods and/or services purchased.

6. **Purchasing Card Transaction Log:** (See Attachment "D", page 17.)

- a. The purpose of this log is to provide a simple, easy to use method of helping the Cardholder/Site Administrator keep track of the expenditures made with the Purchasing Card.
- b. **It is the Cardholder's responsibility to always obtain a receipt for each purchase using the card.**
- c. **The Cardholder/Site Administrator should record each purchase receipt in the Log each time a purchase is made.**

It is suggested to:

- 1.) Log every purchase as soon as possible.
- 2.) Keep the Log and receipts in a folder/envelope marked "Transaction Log/Receipts".
- d. A detailed description of the goods and/or services, in which the Site Administrator, Department Head/Elected Official, Program Administrator, and Auditors can use, to recognize the purchase as an authorized one.
- e. The Logs should be completely filled out and to reconciled with the receipts and monthly purchase statement.
- f. Note: If the responsibility for tracking purchases has been assigned to a Site Administrator, it is their responsibility to complete the Transaction Log. The Cardholder is responsible to submit the receipts to the Site Administrator within one (1) working day of the transaction.
- g. Other uses for the Log would be to track the Transaction and Credit Limit to ensure that the amounts do not exceed the assigned limits for each month and the transaction are with in the guidelines of all State statutes and County policies and procedures.
- h. **This process is MANDATORY and is the Purchasing Card Program principal control.**
- i. Failure to comply with these procedures could result in the Cardholder's Purchasing Card privileges being revoked, disciplinary action, and/or termination of employment.

7. Reconciliation, Processing Statements for Payment:

- a. Statements will be mailed by the bank to the Cardholder approximately on the 5th of every month. These statements should be received within 5 business days.
- b. It is the Cardholder's and/or Site Administrator's responsibility to reconcile the receipts and invoices against the monthly statements.
- c. Statements will appear much like statements received for personal credit cards, which contain the transaction date, posting date, vendor's name and address, and the dollar amount charged.
- d. When the monthly Purchasing Card Statement is received, it is essential that the following steps are taken by either the Cardholder or Site Administrator.
 - 1.) **DO NOT WRITE ON OR MARK OUT ANYTHING ON THE "ORIGINAL" STATEMENT.** Attach a copy of the statement or a memo with an explanation of the concern to be addressed.
 - 2.) Compare the back up documentation (receipts) to the transaction listed on the Purchasing Card Statement.
 - 3.) Ensure a follow up on any exceptions for corrections.
 - 4.) Attach all supporting receipts and Transaction Log to the original Purchasing Card Statement for reviewing and auditing purposes.
 - 5.) Signature of the Cardholder and/or the Site Administrator on the Purchasing Card Statement and the Transaction Log to confirm their review and reconciliation.
 - 6.) Forward all documentation to the Department Head/Elected Official for their review and signature approval.
 - 7.) **Forward all documentation to the Program Administrator,** for their review and signature approval, **within three (3) workdays of receipt of the statement** by the Cardholder/Site Administrator.
 - 8.) The Program Administrator will review the documents for completeness; sufficient funding for the line-item account charged to the purchase; and adhere to the State statutes and County policies and procedures.
- e. The Cardholder and/or the Site Administrator must attach the reconciled Transaction Log to the original copy of the monthly Purchasing Card Statement.
- f. Receipts should be noted by the Cardholder describing the business purpose of the transaction and what facilities the goods and/or services were used for.
- g. The original itemized receipts must be attached to the original Transaction Log for each transaction listed.
- h. A copy of the Purchasing Card Statement, the Transaction Log and receipts should be kept on file at the Cardholder's department.
- i. The Cardholder and/or the Site Administrator must indicate on the Transaction Log the budget line-item account number to which each transaction is to be charged.
- j. If a receipt has been misplaced the Cardholder and/or Site Administrator will be required to obtain a copy to process the monthly statement.
- k. If the a receipt and/or Transaction Log requires additional detailed information, then the Cardholder and/or Site Administrator must obtain the requested information.

1. **The Purchasing Card Statements along with the attached Transaction Log and receipts must be processed, signed and submitted to the Program Administrator within three (3) work days of the receipt of the statement by the Cardholder/Site Administrator from the bank.**
 - 1.) 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.
 - 2.) The Cardholder's Department Head/Elected Official must then sign the reconciled Purchasing Card Statement and provide the statement along with the Reconciled Transaction Log, to the Program Administrator, within the time allowed.
 - 3.) Any discrepancies noted shall be resolved by the Cardholder, or the Site Administrator, or the Cardholder's Department Head/Elected Official and the Program Administrator upon the Cardholder's return to work.
- m. The Program Administrator shall review the documents for completeness; sufficient funding for the line-item account charged to the purchase; adherence to the State statutes and County policies and procedures; and resolve any questions on the purchases.
- n. The Program Administrator will submit to the Audit Department the Cardholder's Purchasing Card Statement, Transaction Log, and all submitted documents.
- o. The Auditing Department will ensure that the reconciliation meets all the budgetary requirements and line-item accounts have been met, resolve any questions they may have, and process for payment.

N. **Returns, Credits and Disputed Charges:** (See Attachments "E", "F", and "G", pages 18-20.)

1. Should a problem arise with a purchased good and/or service, or with billing, every attempt should be made, by the Cardholder, to resolve the issue directly with the vendor.
2. Review of future statements is vital to ensure the account is properly credited for returns, credits and disputed charges.
3. The Return, Credit and Dispute Log should be utilized to document this activity.
 - a. In the event there are returns/credits, the Cardholder and/or Site Administrator must check the subsequent Purchasing Card Statements with the Return/Credit Log for the credit and attach the credit slip to the statement when processing for payment.
 - b. If a credit receipt was not obtained, attach other documentation explaining the return.
 - c. If a credit does not appear by the second subsequent statement, the Cardholder and/or the Site Administrator should contact the Program Administrator.
4. In the event there are disputed 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.

5. If the Cardholder is unable to come to an agreement with the vendor regarding a purchase made with the Purchasing Card, complete a Statement of Disputed Purchase - Cardholder form and submit the completed form to the Program Administrator.
6. Upon receipt of a Statement of Disputed Purchase – Cardholder form, the Program Administrator will contact the bank for further assistance and/or a complete a Statement of Disputed Purchase – Program Administrator form.

O. Late Fees:

1. 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.
2. 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.
3. **The late fees and rectifying the questions and/or concerns of the documentation are the responsibility of the Cardholder and the Cardholder's Department.**

P. Cardholders Performance:

1. The Cardholder's Department Head/Elected Official should review the Cardholder's purchases, as they are responsible for the Cardholder meeting all the requirements specified for the use of the card.
2. The Program Administrator will review the Cardholder's performance for the compliance of the Purchasing Card Program.
3. If a Cardholder is terminated from employment with the County the employees pay check can be held until all of the remaining purchases have been reconciled to the receipts, Transaction Log, and/or the Purchasing Card Statement.
4. The Department Head/Elected Official is responsible to determine if the Purchasing Card Program adequately meets the needs of the department and whether the department should continue using the program.

Q. Violation of Policy and Procedures: (See Attachment "I", page 22.)

1. Any violation of the Purchasing Card Program Policy and Procedures will be addressed:
 - a. The Program Administrator has the authority to suspend or cancel the use of any Card at any time when a violation has occurred.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. 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.

2. 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:
 - a. Used for identification.
 - b. Purchases of personal, family or friendly nature.
 - c. Entertainment expenses.
 - d. Alcoholic Beverages.
 - e. Tobacco Products.
 - f. Cash Advances or Refunds.
 - g. Gift Card Purchases.
 - h. Third Party re-sellers such as Amazon, E-bay, etc.
 - i. Component, Separate, Sequential and/or Split Purchases.
 - j. Taxes paid.
 - k. Monthly Purchasing Card Statements not completed and/or turned-in in a timely manner.
 - l. Lost or Stolen Cards not reported.
 - m. Purchases not following State Statues and/or County Policies.
3. Types of Disciplinary Actions: These include but are not limited to the following:
 - a. Written notice that a violation has occurred.
 - b. Reimbursement of disallowed charges paid back to the County.
 - c. Liability for the total dollar amount of purchases, plus any associated fees.
 - d. Revocation of the Cardholder from the Purchasing Card Program and cancellation of the Card.
 - e. Termination of employment.
 - f. Upon disciplinary action or termination any disallowed purchases must be reimbursed back to the County by the employee (Cardholder) or the associated costs may be deducted from the employee's paycheck and/or the paycheck will be withheld until all reimbursements and/or deductions are completed to the satisfaction of the County.

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R. **A Simple Six Step Overview:**

1. **Purchasing Instructions:**

- a. Cardholders are entrusted with a valuable tool and will be making financial commitments on behalf of Ector County.
- b. Cardholders should promote and encourage positive interactions with vendors.
- c. Honesty and courtesy are essential ingredients in all aspects of the purchaser and vendor relationship.
- d. Ector County may monitor Purchasing Card vendor activity to promote opportunities for leveraging the County's interests.

2. **Six Simple Steps to Making a Purchase:**

- (1) Make an authorized purchase (In person, on the phone, fax, mail, or website).
- (2) Use the Purchasing Card to pay for the purchase.
- (3) Save the receipt and other reporting documentation. Record the purchase in the Transaction Log daily.
- (4) Compare the Purchasing Card monthly statement with the receipts and log for accuracy.
- (5) Sign the Purchasing Card Statement and Transaction Log, along with the Site Administrator and the Department Head/Elected Official.
- (6) The Site Administrator and/or the Department Head/Elected Official sends the approved Purchasing Card Statement and Transaction Log to the Program Administrator where it is reviewed for compliance, signed and sent to the Auditing Department for payment.

S. **Summary:**

- 1. The Ector County Purchasing Card Program is simple and easy to use.
- 2. Be careful to follow the steps outlined in this policy/guide to ensure the program is successful.
- 3. Use good judgement and act responsibly when using the Purchasing Card.
- 4. The Cardholder's name is on the card and that individual must be the only person to use it.
- 5. The card is for Ector County business activity only.
- 6. Maintain the Transaction Log daily and retain all receipts.
- 7. Reconcile and process the monthly statements.

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

Date: _____

I request the following employee be issued/change to/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 _____

Security Identifier _____
(Suggestion of first 4 digits of mother's maiden name or 4 character alpha password)

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

Department Mailing Address _____

Employee's Work- Phone # 432/ _____, E-Mail Address: _____ @co.ector.tx.us

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

partment Site Administrator _____
Printed Name _____ Signature _____

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

Credit (Monthly Total Purchases) 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 _____

... 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 494-4020.

Copy to: Cardholder, Site Administrator, Department Head/Elected Official

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 Chase Bank Customer Service at (800-890-0669), 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.

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.

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

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

Copy to: Cardholder, Department Head/Elected Official

MEMO STATEMENT**THIS IS NOT A BILL**

ACCOUNT NUMBER	xxxx-xxxx-1111-1111
STATEMENT DATE	1/20/00
NET CHARGES	\$825.00

PAT CARDHOLDER
 ABC COMPANY
 10 MAIN WAY
 SMITHVILLE, IL 61234

FOR RECONCILIATION PURPOSES ONLY, Do NOT SEND PAYMENT

NAME: PAT CARDHOLDER
ACCOUNTING CODE: 123456789

CYCLE LIMIT: \$1,000**CARDHOLDER ACTIVITY**

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-06	01-04	123456789923456789	Office Max 12345 Chicago, IL	\$400.00
01-04	01-01	123457909235789098	Compusa 459 Los Angeles, CA P.O.S. 359678	\$425.00
Total Purchasing Activity				\$825.00

FOR CUSTOMER SERVICE CALL: 1-800-890-0669	ACCOUNT NUMBER xxxx-xxxx-1111-1111	ACCOUNT SUMMARY
FOR LOST/STOLEN CARDS CALL: 1-800-890-0669	STATEMENT DATE: 1/20/00	Purchases & Other Charges \$825.00
SEND BILLING INQUIRIES TO: J. P. Morgan P.O. BOX 2015 MAIL CODE IL1-6225 ELGIN, IL 60121	Cash Advances \$ 0.00 Credits \$ 0.00 Cash Adv. Fee \$ 0.00 Net Charges \$825.00 Dispute Amount \$ 0.00	

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.				\$	

Attachment "D"

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 Reviewed and Approved by (Auditing Department Signature) Date

The Statement, Receipt(s) and Log must be submitted to the Program Administrator within 3 workdays.

PURCHASING CARD – RETURN, CREDIT, DISPUTE LOG

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

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

1. _____ \$ _____
Statement to document disputed activity.

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

2. _____ \$ _____
Statement to document disputed activity.

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

Statement to document disputed activity.

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

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 – STATEMENT OF DISPUTED PURCHASE - CARDHOLDER

Date: _____

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

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

Department Site Administrator _____
Printed Name _____ Signature _____

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

Statement to document disputed activity.

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 -- STATEMENT OF DISPUTED PURCHASE --
PROGRAM ADMINISTRATOR**

Program Administrator Review: Date _____

Statement to document disputed activity.

Program Administrator's Summary on Dispute:

Role of Purchasing Card Program Administrator

Date

Submitted to Department Head/Elected Official; Date

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.			\$ _____	_____ - _____ - _____
			\$ _____	_____ - _____ - _____

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 - 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.

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

2. _____ \$ _____
 Statement to document violation.

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

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 _____

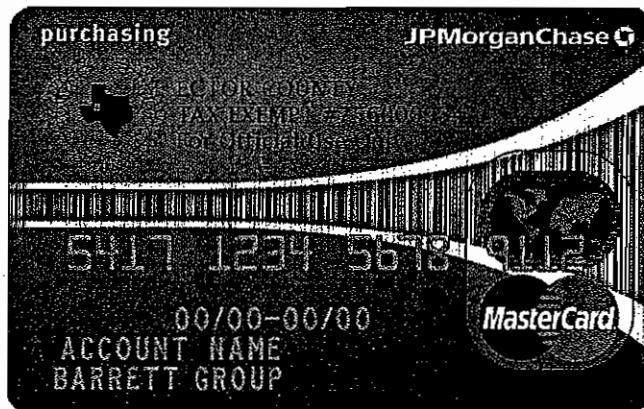
Card Holder Signature	Dept Head/Elected Signature	Program Admin Signature-Date
-----------------------	-----------------------------	------------------------------

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

Attachment "J"



<i>UltraGraphic ID:</i> UGT48090_300dpi
<i>Base Card ID:</i> 000F60283HC
<i>UG Color:</i> Black
<i>Last Modified Date:</i> November 25, 2009 11:50 AM

JPMorgan Chase Procurement Card Account Application Form
For State of Texas Use Only

Check One:

New

(B) Corp # _____

Change *(Only complete fields to be changed)*

Delete/Close

Cardholder Account # - - - - (16 digits)

(C) State Of Texas Agency/Co-Op Information

Agency / University/
Co-Op Name:

Agency/University/
Co-Op Code:

(D) Cardholder Information *(Please Print Required Information)*

Cardholder Name
(21 Characters)

Name Line 2
(20 Characters) Co-Op/Agency/University Code followed by Entity Name

Social Security #
900-00-

Employee ID

Email Address

Address Line 1
(35 Characters)

Work Phone
() - - -

Address Line 2
(35 Characters)

Home Phone
() - - -

City
(23 Characters)

State: Zip Code: - -

Default Internal Audit Code:

(E) Reporting Hierarchy Level Numbers *(Required for multi-level hierarchies)*

Level 1 Number:

Level 2 Number:

Level 3 Number:

Level 4 Number:

(F) Cardholder Controls *(Required)*

Credit Limit (CSL)

Single Purchase Limit (SPL)

Authorizations Per Day

Transactions Per Cycle

ACC Group

Merchant Category Code Group

Include Exclude

(G) Cardholder Approvals *(Required)*

Program Administrator:

Date
Signed

Verification ID Number:

Departmental/Supervisor's Signature:

Date
Signed

OPTIONAL based on Agency's internal policies)

Applicant: Please Complete form and forward to: (Insert Program Administrator's instructions for cardholder to end application.)

(H) Bank Use Only

Account Number

Verification ID# Verified:

Date:

Initials:

Program Administrator: Please fax completed form to: 888-297-0785 or submit application online.