

**Date:** June 8, 2021

**Resolution No. 21-482**

**Title:** Approval of the Revised Policies and Procedures for the Procurement Card Program

**Department/Agency:** Support Services (Purchasing)

**Contact:** Ruth Ashford, Deputy Director of Purchasing

**Summary/Background:** Support Services (Purchasing) requests the approval for the revised Policies and Procedures for the Procurement Card Program. The revision updates County processes to reflect the County's new system, Oracle Cloud, and broadens its use and functionality for County Agencies and Departments. This will Policy will be established as Policy PC 3 for tracking purposes. Section 301.29 of the Ohio Revised Code authorizes the use of a procurement card by a county appointing authority to be used for the payment of work-related expenses.

The Board of Commissioners is required to adopt a policy with the advice of the County Auditor for the use of procurement cards.

Support Services (Purchasing) has submitted the Revised Procurement Card Program Policies and Procedures for approval by the Board of Commissioners.

**Budget Impact:**

**Statutory Authority/ORC:** 301.29

**Commissioner Byers offered the following resolution:**

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners, Lucas County, Ohio, that:

Section 1. This Board hereby approves the revised Policies and Procedures for the Procurement Card Program. Section 301.29 of the Ohio Revised Code authorizes the use of a procurement card by a county appointing authority to be used for the payment of work-related expenses.

Section 2. The attached Revised Procurement Card Program Policies and Procedures submitted by Support Services is hereby approved.

Section 3. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law.

Section 4. This resolution shall be in full force and effect from and immediately upon its adoption.

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**Approval of the Revised Policies and Procedures for the Procurement Card Program**

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**Action Taken:**

Commissioner Byers voted yes

Commissioner Gerken voted yes

Commissioner Skeldon Wozniak voted yes



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Jody L. Balogh, Clerk

# Lucas County

*Procurement Card Program Policies and Procedures*

**Policy PC 3**  
*Revised 6/8/2021*

# Lucas County Procurement Card Program Policies and Procedures

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# Lucas County Procurement Card Program Policies and Procedures

## Background

The Lucas County Board of County Commissioner's Procurement (P-Card) Card program is designed to make purchases in a manner that reduces paperwork and processing time; to centralize travel within this program; to offer an alternative payment for accounts payable that result in rebate(s) for the County; to offer an emergency and/or supplemental payment method to departments without a physical P-Card. This program is a supplement to the traditional purchasing process and can reduce the number of payments processed. The program can also help minimize or eliminate the need for the use of personal funds for expenditures reimbursed by expense reports. Benefits include: lower overall transaction processing costs, the ability to set and control dollar limits, detailed spend analysis, rebates for the County, all while not requiring an employee to personally guarantee approved expenses.

## Purpose of the Procurement Card Program

- Provide an efficient and cost effective method of purchasing and paying for goods and services.
- Provide a method to efficiently assist Lucas County residents via an approved program
- Reduce the use of small or multiple purchase orders and nonconforming purchases.
- Ensure that P-Card purchases are in accordance with all County and State policies and procedures.
- Reduce the time spent processing transactions.
- Ensure that Lucas County bears no legal liability from inappropriate use of the P-Card.
- Provide disciplinary action if the P-Card is misused.
- Incorporate program extensions (Travel Card & Virtual Cards) for optimal efficiency and County benefit.

## Purpose of the Travel Card within the P-Card Program

- Centralize the travel process within the P-Card Program.
- Defined reporting for spend analysis.
- Ensure that Travel Card purchases are in accordance with all County and State policies and procedures.
- Ensure that Lucas County bears no legal liability from inappropriate use of the Travel Card.
- Help minimize or eliminate the need for use of personal funds for travel expenditures reimbursed by expense reports.
- Provide disciplinary action if the Travel Card is misused.

Employees who travel on behalf of the County are expected to use good judgment and to make related expenditures in a prudent manner. This policy does not apply to non-convention/association travel, routine business, and training expenses incurred under the Furtherance of Justice and Pursuit and Transportation of Prisoners funds.

## Purpose of Virtual Cards within the P-Card Program

- Offer an alternative payment method for accounts payable that results in rebates for Lucas County.
- Create a payment system for departments/agencies, utilizing our purchasing process.
- Offer an emergency and/or supplemental payment method to departments with/without a physical P-Card.
- Provide the P-Card Administrator and authorized personnel the ability to create an efficient payment source for departments' payables and work-related expenses.
- Detailed spend analysis within the P-Card Program.

## Authority Section

The Ohio Revised Code (ORC) Section 301.29 permits counties to use procurement cards. The use of Travel Cards and Virtual Cards within the P-Card program, is established per The ORC 301.29 (C)(1) as a specific class of work-related expenses by the Board of Commissioners. The Commissioners' Purchasing Department, with the advice of the County Auditor, formulated the policy for the use of the cards. The approval/resolution shall set limits for spending, activity for use of a Procurement, Travel, and Virtual card. The County Auditor shall develop internal accounting control in consultation with the Auditor of State.

## **General Information**

The Procurement Card is not intended to avoid or bypass the competitive bid requirements of ORC 307.86, appropriation of funds process, approval or payment processes. Rather, the program complements the existing processes. A competitive process is encouraged for these types of purchases. Expenditures may not exceed appropriations under current County policy under any circumstances.

A "Cardholder" is an individual who has been approved by the appointing authority, Lucas County, to pay for certain work-related expenses with a Procurement and/or Travel Card. The Cardholder is responsible for the security and physical custody of the card, and is accountable for all transactions made with the card. The Cardholder must comply with the programs recordkeeping requirements (including retention of original receipts) for the protection of both the Cardholder and the County. The Cardholder is responsible for timely reconciliation of their expense report, and/or working with the Agency/Department Coordinator/Delegate for Expense Report submission. Employees have a responsibility to report instances where the County's policies and procedures are not being followed.

The card program carries corporate, not individual, liability. The Cardholder is individually responsible for purchases made outside the scope of these Policies and Procedures. The Cardholder's personal credit history is not impacted in any way, and credit checks are not done on individual cardholders. Billings for authorized purchases will be paid with County funds.

## **Purchasing Policy**

These Policies and Procedures are designed to complement the Lucas County Commissioner's Purchasing Policy. These Policies and Procedures do not override the Purchasing Policy, but work in conjunction with them. Purchases made with the P-Card should not violate the Purchasing Policy or be used to bypass the competitive bidding process. Quote requirements remain the same: 1 quote for purchases \$1000.00 – \$7499.99; 3 quotes for purchases \$7500.00 - \$49999.99. The only exception to this requirement is if the purchase is a recurring expense (i.e. phone bill) and/or a contract/agreement purchase, both of which should not bypass competitive bidding requirements, per the ORC. For purchases \$7499.99 and under, an itemized receipt and/or invoice will suffice for quote purposes when the purchase is made with a PCard. If there is a Contract Purchase Agreement (CPA) or a Blanket Purchase Agreement (BPA) available that is a result of competitive bidding, it must be utilized via the traditional purchasing process; a P-Card should not be used in those instances. Sole Source purchase requirements adhere to the Purchasing Policy. For Purchases where work was performed on Lucas County property, BWC Certification and Certificate of Liability Insurance must be attached to the P-Card Expense Report.

## **Agencies' Policies**

Each Elected Official/Executive/Director of a county agency will decide whether their agency will participate in the countywide P-Card Program. This Program is managed within the County Commissioners' Purchasing Department. Any participating agency must adhere to the Lucas County Procurement Card Program Policies and Procedures, regardless of their own Board's and/or Agencies' policies and procedures. The Board of Lucas County Commissioners' Procurement Card Program Policies and Procedures will supersede the participant's. Each Elected Official/Executive/Director of a county agency shall agree that if they decide to participate in the countywide P-Card program all employees must attend training administered by the P-Card Administrator or authorized personnel designated by the Purchasing Department.

## **Designation of the Program Administrator and Agency Coordinators**

The Board of County Commissioners has designated the Purchasing Department as the Program Administrator for the P-Card program. The Program Administrator will be responsible for administration of the countywide contract and for monitoring compliance with this countywide policy adopted through resolution by the Board of County Commissioners.

## **Individual Cardholder**

An Individual Cardholder is an employee that is given, and has accepted, purchasing authority to purchase themselves or on behalf of their department. An Individual Cardholder accepts individual responsibility of purchases made with their card, and may only use their card within the scope of these Policies and Procedures. Individual Cardholders may be issued a Procurement Card, Travel Card or both.

### **Delegate Cardholder(s)**

A Delegate Cardholder is an employee that is given, and has accepted, purchasing authority to purchase on behalf of their department and/or the employees within that department, for County benefit. A Delegate Cardholder accepts individual responsibility of purchases made with their card, and may only use their card within the scope of these Policies and Procedures. Delegates may be issued a Procurement Card, Travel Card or both.

### **Virtual Card(s)**

Virtual Cards are non-physical cards, also referred to as electronic payment cards. Virtual Cards, within these policies and procedures, will be used as an alternative payment method for accounts payable under the P-Card program, and as a payment system for departments/agencies. Virtual Cards will only be issued by an authorized administrator within the purchasing department. The P-Card Administrator and authorized personnel will have two account options for Virtual Card creation and usage. One will be established as a payment system processed through accounts payable. One will be established as an emergency and/or supplemental payment method for department and agency requests, processed through expenses.

### **Travel Card(s)**

Travel Cards are physical cards within the P-Card program, designated for the use of travel-related expenses for official County business. Travel Cards can be issued to a traveling Cardholder or a delegate Cardholder. Delegate Cardholders are those appointed as a centralized processor for travel accommodations within their department/agency. They act on behalf of the employee traveling. Travel Cards are intended to supplement the existing Lucas County Commissioners' Travel Policies and Procedures, and help reduce the need for the use of personal funds for expenditures reimbursed by expense reports.

### **Expense Items**

Expense Items, within these Policies and Procedures, are Cardholder transactions, Program fees, and other related Program charges and credits that are imported to the System from the Card Issuer.

### **Expense Report(s)**

Expense Reports, within these Policies and Procedures, are a compilation of the Cardholder's transactions each billing cycle. Expense Reports will have a specific Report Purpose as dictated by the PCard Administrator, and should match the Cardholder's Statement total.

### **Receipt(s)**

Receipts, as defined within these Policies and Procedures, are any documentation that supports the charge and/or credit of a transaction on a Cardholder's Statement. This can include, but is not limited to: invoices, statements, printed receipts, email confirmations, re-printed receipts, merchant confirmations, etc. The PCard Administrator reserves the right to request more documentation. The PCard Administrator reserves the right to approve documentation as a "receipt".

### **Preparer/Delegate**

A Preparer is the employee creating and submitting an Expense Report. This can be the Cardholder or a Delegate. A Delegate is an appointed employee to enter Expense on another employee's behalf.

### **Rebates**

The P-Card program results in rebates for the County. All rebates will be credited to the General Fund to support the P-Card Program and its operations.

## Appendix Forms

Appendix Forms are documents within the Lucas County Procurement Card Program Policies and Procedures. Appendix Forms should be completed electronically. Digital signatures are acceptable. The Appendix Forms are as follows:

**Appendix A** – Enrollment and Maintenance Form. This Form is to be used for new Cardholders wishing to participate in the Program, and for existing Cardholders to request maintenance. This Form must be completed, reviewed and approved for each Cardholder.

**Appendix B** – Cardholder Acknowledgement Form. This Form is the agreement between the Cardholder and Lucas County. It is the Cardholder's acknowledgement of the Policies and Procedures, their responsibility and accountability as it pertains to this Program. This Form must be completed, reviewed and approved by each Cardholder.

**Appendix C** – Disciplinary Action Guidelines. This Form outlines possible offenses and their potential ramifications. This form must be reviewed and signed by each Cardholder.

**Appendix D** – Violation Notification Form. This form is utilized by the P-Card Administrator, within the Purchasing Department, to notify a Cardholder and/or their Supervisor of a violation of the Lucas County Procurement Card Policies and Procedures.

**Appendix E** – Travel Authorization. This form will be utilized in place of the Spend Authorization, should it not be available in the Expense Module. It outlines a Cardholder's estimated travel expenses, and allows for review and approval for the employee to Travel on official County business.

**Appendix F** – Procurement/Travel Card Return Receipt Form. This form is utilized by the P-Card Administrator, within the Purchasing Department, to acknowledge the return of a Card by the Cardholder/Coordinator/Supervisor.

**Appendix G** – Missing Receipt Form. This form must be completed, reviewed and approved when a Cardholder does not have a receipt (proof of purchase) for a purchase completed with their Card. This form must be notarized.

**Appendix H** – Mistaken Use Form. This form must be completed, reviewed and approved when a Cardholder uses their P-Card and/or Travel Card for a personal purchase by mistake.

**Appendix I** – Transaction Dispute Form. This form must be completed, reviewed and approved for any instance where the Cardholder is disputing a transaction and/or charge to the Card and/or Transaction Detail Report.

**Appendix J** – Unauthorized Use Form. This form must be completed, reviewed and approved for an instance of not approved and/or unauthorized use by the Cardholder. Disciplinary action taken must be noted.

## Establishment of Individual Cardholder P-Card Limits

P-Card limits are based on two categories: Probationary and Graduated. Probationary Cardholder limits are for Cardholders entering the program for the first time. They will receive entry-level limits as outlined below. Upon successful completion of 3 billing cycles without incident(s), they may be graduated to the higher limits as outlined below. Purchases on the P-Cards and Travel Cards may not be split to bypass the single transaction limit. Current Cardholders that meet the graduated limit criteria will immediately see an increase in their limits. Limits established by separate Resolutions by the Board of County Commissioners may take precedent over these established limits. The PCard Administrator reserves the right to determine the limit category to a Cardholder, not to exceed approved limits by the Board of County Commissioners.

A work-related expense and/or purchase, within these Policies and Procedures, is defined as a one-time and/or reoccurring departmental/employee operational need. A payable/invoice, within these Policies and Procedures, is defined as a recurring payment, a one-time payment for professional and/or contract services, regular departmental supplies, regular operational expenses, and/or other services performed for the operations of a department. Any service where work is performed on Lucas County property by a supplier, and those services are paid with a PCard, will require an up-to-date Bureau of Worker's Compensation Certificate and a Certificate of Liability Insurance.

**Probationary Individual Procurement Cards are subject to the following maximum limits:**

Monthly spending per card	\$50,000
Single transaction limit	\$1,000
Daily number of transactions per card	No limit
Monthly number of transactions per card	No limit

**Graduated Individual Procurement Cards are subject to the following maximum limits:**

Monthly spending per card	\$250,000
Single transaction limit (work related expense/purchase)	\$7,500
Single transaction limit (payable/invoice)	\$100,000
Daily number of transactions per card	No limit
Monthly number of transactions per card	No limit

**Probationary Procurement Delegate Cards are subject to the following maximum limits:**

Monthly spending per card	\$250,000
Single transaction limit (work related expense/purchase)	\$1,000
Single transaction limit (payable/invoice)	\$25,000
Daily number of transactions per card	No limit
Monthly number of transactions per card	No limit

**Graduated Procurement Delegate Cards are subject to the following maximum limits:**

Monthly spending per card	\$500,000
Single transaction limit (work related expense/purchase)	\$7,500
Single transaction limit (payable/invoice)	\$150,000
Daily number of transactions per card	No limit
Monthly number of transactions per card	No limit

Through the Cardholder application process, agencies may also further define limits for specific Cardholders, not to exceed the limits established above. Lucas County shall provide approval of the above card limits and number of cards issued to determine an estimated dollar amount of work-related expenses in accordance with ORC Sections 301.29(F)(1) or 301.29(F)(2).

**Establishment of Traveling Cardholder Limits**

Travel will need to be approved prior to Travel Card use. The limits established may (a) vary per card, (b) be higher or lower than the maximum limits set for Individual Cardholders while *on* travel. Individual Travel Cards may have a \$0 limit until a Travel Authorization is received by the PCard Administrator.

Once the Cardholder is **on travel**, the Travel Card will be subject to the following maximum limits:

Monthly spending per card	\$10,000
Single transaction limit	\$1,000
Daily number of transactions per card	No limit
Monthly number of transactions per card	No limit

#### **Establishment of Delegate Travel Cardholder Limits**

Travel will need to be approved prior to Travel Card use. The limits established may (a) vary per card, (b) be higher or lower than the maximum limits set for delegate Cardholders. Limits may also vary due to departmental/agency volume.

Monthly spending per card	\$25,000
Single transaction limit	\$5,000
Daily number of transactions per card	No limit
Monthly number of transactions per card	No limit

#### **Establishment of Virtual Card Limits**

The following Virtual Card limits and features will be allocated according to the coordinating approved purchase order and/or expense:

1. Available spend
2. Cardholder name
3. Expiration date
4. Transaction limit
5. Daily number of transactions per card
6. Monthly number of transactions per card

Virtual Card transaction limits may be greater or less than \$1,000.00 due to their purpose and functionality within the P-Card Program.

#### **Designation of Allowed Individual Cardholder P-Card Transaction Types**

The card may be **used** to pay for the following:

- Work-related expenses, including payables.
- Online, telephone, fax, or in-person transactions.
- Subscriptions, dues, memberships, books, registrations.
- Office supplies.
- Computer supplies (must have the LCIS checklist approval before purchase).
- Building maintenance materials and supplies.
- Internet service provider expenses.
- Motor vehicle repair and maintenance (rental vehicles and in emergency cases on fleet cars only if travel is out of town).
- Goods or services where the recipient is a resident/civilian and the benefits are a result of an approved Lucas County Program.
- Professional Services.
- Food, as it relates to a work-related expense (non-travel related).
- Work-related transportation costs.

- Gasoline
- Parking
- Tolls

#### **Designation of Not Allowed Individual Cardholder P-Card Transaction Types**

The card may not be used to pay for the following expenses:

- Entertainment.
- Alcoholic beverages, tobacco products, including but not limited to electronic cigarettes.
- Personal services outside of the scope of a department's responsibilities (defined as purchases of goods and services intended for non-work related use or use other than official county business).
- ATM, cash advances and other cash-related transactions.
- Laundry and dry cleaning, cosmetic needs, prescription drugs.
- Anything on backorder.
- Private vehicle repairs/gasoline/oil or rental cars for personal usage.
- Expenses for non-county employees, if not the result of an approved Lucas County Program.
- Weapons of any kind (including chemical) ammunition.
- Lodging.
- Airfare.

#### **Designation of Allowed Traveling Cardholder Transaction Types**

The card may be used to pay for the following approved travel expenses:

- Conference/Convention/Registration fees of an approved job-related course/event/seminar.
- Transportation
  - Public Transportation
  - Shuttle services
  - Car sharing services
  - Taxi
  - Rental Car
- Gasoline and oil (in rental and fleet vehicles).
- Motor vehicle repair and maintenance (rental vehicles, and in emergency cases on fleet cars – only if travel is out of town).
- Miscellaneous costs (conference books, tolls, parking).
- Business calls/internet charged to the hotel room – only if employee is on approved travel.
- Airfare.
  - Charges for up to 2 checked bags
- Lodging.

#### **Designation of Not Allowed Travel Card Transaction Types**

The Travel Card should ONLY be used for goods and services related to a County employee's authorized travel expenses.

The card may not be used to pay for the following:

- Subscriptions, dues, memberships.
- Office supplies.
- Computer supplies.
- Building maintenance materials and supplies.
- Internet service provider expenses.
- Entertainment.
- Alcoholic beverages, tobacco products, including but not limited to electronic cigarettes.
- Personal services.
- Food, as it relates to a work-related expense (non-travel)
- ATM, cash advances and other cash-related transactions.
- Laundry and dry cleaning, cosmetic needs, prescription drugs.

- Anything on backorder.
- Private vehicle repairs/gasoline/oil or rental cars for personal usage.
- Expenses for non-county employees.
- Weapons of any kind (including chemical) ammunition.

#### **Designation of Allowed Travel Delegate Cardholder Transaction Types**

- Registration
- Airfare
  - Charges for up to 2 checked bags
- Lodging

#### **Designation of Not Allowed Travel Delegate Cardholder Transaction Types**

- Subscriptions, dues, memberships.
- Office supplies.
- Computer supplies.
- Building maintenance materials and supplies.
- Internet service provider expenses.
- Entertainment.
- Alcoholic beverages, tobacco products, including but not limited to electronic cigarettes.
- Personal services.
- Food, as it relates to a work-related expense (non-travel)
- ATM, cash advances and other cash-related transactions.
- Laundry and dry cleaning, cosmetic needs, prescription drugs.
- Anything on backorder.
- Private vehicle repairs/gasoline/oil or rental cars for personal usage.
- Expenses for non-county employees.
- Weapons of any kind (including chemical) ammunition.
- Transportation
  - Public Transportation
  - Shuttle services
  - Car sharing services
  - Taxi
  - Rental Car
- Gasoline and oil (in rental and fleet vehicles).
- Motor vehicle repair and maintenance (rental vehicles, and in emergency cases on fleet cars – only if travel is out of town).
- Miscellaneous costs (conference books, tolls, parking).
- Business calls/internet charged to the hotel room – only if employee is on approved travel.

#### **1099 Reportable Transactions**

The Agency/Department Card Coordinator must maintain an annual record of all transactions that are 1099 reportable. Summarized transactions must include the vendors' tax identification number, name, address, and dollar amount paid. This information must be supplied in a manner acceptable to the County Auditor's Office no later than the second Monday in January of the following year. Failure to supply the required 1099 reporting information will result in the card being revoked; and the Agency/Department will be responsible for any IRS fines related to the 1099 reporting information being withheld.

#### **Account Reconciliation and Payment of Procurement Card Billing**

The P-Card Administrator will receive two comprehensive statement identifying all transactions made during the billing cycle, which will include P-Card(s), Travel Card(s) and Virtual Cards. Once received, the P-Card Administrator will create a payment request in the system for transactions made with the physical P-Cards, Travel Cards and supplemental Virtual Cards. The payment request should match the statement received from the card issuing financial institution. Should there be a difference in amount,

the P-Card Administrator will provide supporting information/documentation referred to the difference. Disbursements will issue payment from the request issued. The second statement, the Virtual Card (payables), will be paid via a traditional purchasing process: purchase order, receipt and invoicing. The P-Card Administrator will also notify Disbursements via email when the payment requests have been processed, so they can initiate payment. P-Card and Virtual Card Payments must not be late.

Transactions will be received in the system from the card issuer, and will be treated as Expense Items. All transactions must be validated by a process of reviewing and allocating. Once validated, a Cardholder Expense Report will be created by a Cardholder or their delegate. The Cardholder may create an expense report from the transaction data received from the County's card issuer. The Cardholder may designate a delegate to manage transaction data on their behalf. The delegate will be referred to as the Agency Coordinator, to whom access would be given to create Expense Reports on behalf of the Cardholder. All transaction receipts and applicable Appendix forms will need to be scanned and attached to the Expense Report. The Cardholder Expense Report will be reviewed and approved by authorized personnel. Once complete, the Expense Report will be forwarded to the P-Card Administrator for review and approval. Once approved by the P-Card Administrator, the Expense Report(s) for all Cardholders should equal the amount of the Statement received by the bank. Disbursements (Expense Auditor) has the final review.

The Expense Report Preparer (Cardholder or Coordinator) is responsible for allocating each Cardholder's transaction to an appropriate accounting string. In addition, each purchase made with the P-Card should be designated to an appropriate Expense Type and Description. For purchases that are made for the benefit of a resident/civilian, data should be entered in the "special" fields of the Expense Item to reflect the beneficiary not being a Lucas County employee/agency/department. This data may differ by department/agency. The date entered should reflect additional supporting documentation the department/agency will have in the event of an audit. This information will be used for payment processing. It is the responsibility of the department to maintain their respective budgets/funds to ensure availability for payment against purchases made with the P-Card. Should a department's fund allocation yield insufficient funds and/or budget error at the time of payment and processing, the Expense Report preparer may need to re-submit their report(s) for processing with valid budget account. Should a Report fail budget, the P-Card Administrator will be notified. If the Report is canceled, the Preparer and/or Cardholder is responsible for properly resubmitting the Report for collection.

The Expense Report preparer and approver is responsible for reviewing the Expense Items for appropriateness of purchases made with the card. The approval will be evidenced in the system.

The P-Card Administrator will be responsible for the reconciliation of Virtual Cards. The P-Card Administrator will create an Expense Report, allocating the transactions to the appropriating accounting string designated by the respective department. The Purchasing Department head will review and approve the Virtual Card Expense Report.

After all Expense Reports are approved at the appropriate level, the P-Card Administrator will submit to Disbursements a spreadsheet comprised of the Expense Reports that relate to the billing cycle. The total of Expense Reports should match the statement. Any difference should be explained and documented.

### **Cardholder Responsibilities**

A "Cardholder" is an individual who has been approved by the appointing authority, Lucas County, to pay for certain work/travel-related expenses with a P-Card and/or Travel Card. The Cardholder is responsible for the security and physical custody of the card, and is accountable for all transactions made with the card. The Cardholder must comply with the program's record-keeping requirements (including retention of original receipts) for the protection of both the Cardholder and the County. The Cardholder along with the Agency Coordinator are also responsible for timely reconciliation and submission of documents.

The Cardholder will sign an electronic Procurement Card and/or Travel Card Program Cardholder Acknowledgement Form indicating that the Cardholder understands the intent of the program and agrees to adhere to the policy and guidelines established by the Commissioners, as well as those established by the Cardholder's agency. The agency will retain a copy of the signed acknowledgement, and will scan the electronic document to the P-Card Administrator in the Purchasing Department.

It is the Cardholder's responsibility to safeguard their card and the account number at all times. The Cardholder must take reasonable precautions to protect the card and the account number from loss or theft. A violation of this trust may require the Cardholder to surrender their card and subsequent disciplinary action. It is advisable that the P-Card/Travel Card not be stored in the same area with the Cardholder's personal credit cards. These steps will help prevent inadvertent use of the issued card for personal purchases, which is a direct violation of the card program. If this does occur, the Cardholder shall submit a Purchase/Travel Card Mistaken Use Form detailing the purchase and the circumstances that are surrounding the inadvertent use.

When a travel purchase is required, the Cardholder or their delegate will submit a Travel Authorization request, using Appendix E, to their approver. Once approved, that Form will need to be forwarded, via email, to the P-Card Administrator. Once reviewed by the P-Card Administrator or other authorized personnel in the Purchasing Department, a card will be: (a) issued/available to the traveling employee in their name for authorized travel use only, (b) issued/available to a department/agency delegate to process travel accommodations on the traveler's behalf. For a traveling Cardholder, a Travel Card Envelope will be processed and made available for pick up at the Purchasing Office. This envelope will contain the Travel Card. At the time of pickup, the Cardholder will receive Travel Cardholder training, if applicable. It is recommended that the Travel Card receipts be stored in the Travel Cardholder envelope until the Cardholder returns to the office.

Upon return from travel, the Cardholder will submit their Travel Envelope, containing (a) Travel Card, (b) Receipts, (c) Appendix Forms (if applicable) to their Coordinator. If they do not have a Coordinator, the Cardholder will manage their Expense Items themselves. All issues, such as sales tax, mistaken use, etc., will need to be rectified prior to Expense Report submission. Supporting documentation showing the corrections must be attached to the Expense Report. It is acceptable for sales tax to be refunded to the card and not on the current billing cycle. If refunds take longer than 3 billing cycles, the Cardholder must pay the sales tax charge(s) in.

For all purchases (travel and non-travel), it is the responsibility of the Cardholder to obtain an itemized receipt for each transaction. For Payables and Invoice purchases, itemized receipts may not be available to the Cardholder; a merchant may not supply them. For those instances where an itemized receipt cannot be obtained, but other supporting documentation for the expenditure is available, an itemized traditional receipt is not required. However, where a traditional, itemized receipt cannot be provided, an invoice, agreement, contract, Resolution or other approved documentation, as deemed by the P-Card Administrator, must be obtained, provided and attached to the Expense Report. Appendix Forms and receipts must be submitted for review to the Cardholder's Card Coordinator, if applicable, within 2 business days of purchase. It is the responsibility of the Cardholder to review charges made with their Card Coordinator to ensure that all charges were allowable per the purchasing policy, and to have the appropriate review and approval on all applicable Appendix Forms. If the Cardholder has a Coordinator, their Expense Report will be made available to them for review prior to submission.

### **Department/Office/Agency Card Coordinator Responsibilities**

Each County agency that participates in the P-Card program may name a Card Coordinator. The Coordinator will be responsible for reviewing and reconciling card activity, maintaining Cardholder profiles for the agency's card(s), and the physical storage of Procurement Cards when not in use.

Card Coordinator Responsibilities:

- Ensure their Cardholders turn in all receipts and complete any applicable Appendix Forms.
- Review all daily transactions with Cardholders to ensure the following has not occurred:
  1. Exempt tax was not charged.
  2. Validity of all transactions.
  3. Fraudulent charges.
  4. Mistaken Use.
  5. Meal Overages.
  6. Unauthorized use/and or purchases.
  7. Spend exceeds policy limit.
- Allocate transactions to the proper accounting string
- Designate the proper Expense Type and/or description to each transaction.
- Obtain Cardholder signatures on the Cardholder Expense Report and submit the required coordinating documents and receipts for review and approval.
- Ensure all required documents for the agency including receipts, authorization form, conference brochure/agenda and any other documents applicable are completed and submitted with the Expense Report to the P-Card Administrator, who forwards documents to the Auditor's Office.
- Identify and assist Cardholder with disputed charges.

- Notify Elected Official/Executive/Director of any violations or discrepancies and follow the policy for such violations or discrepancies.
- Ensure compliance with all Lucas County Procurement/Travel Card policies and procedures.
- Routes Purchase/Travel Card Request/Maintenance Form for approval and submits it to the P-Card Administrator.
- Card Coordinator will forward (electronically) Program enrollment documents to the P-Card Administrator.

#### **Elected Official/Executive/Director/Manager Responsibilities**

- Provide the internal administration of the P-Card program.
- Approves the request for issuance of P-Card/Travel Card/Virtual Card.
- If applicable, appoint a Department/Agency Card Coordinator by submitting a completed Procurement Card Coordinator Request/Maintenance Form to the P-Card Administrator.
- Assist with the coordination of training for Procurement Card Program use.
- Review and approve Travel authorizations, including Travel Card issuance and requests.
- Ensure the Card Coordinator/Cardholder designates the Expense Type, accounting string and description to each transaction accordingly.
- Ensure that the department/agency budget/funds are accurately maintained to avoid failed budget).
- Ensure that all applicable receipts, Appendix Forms and supporting documentation is attached to the Cardholder Expense Report(s).
- Ensure all required P-Card documentation and reports are submitted in a timely fashion according to the billing cycle.
- Ensure compliance with all Procurement Card Program Policies and Procedures.
- Immediately notify the Purchasing Department and P-Card Administrator of terminated/transferred employees. When an employee who has a P-Card ends his/her employment or is transferred to another agency/department, that employee's card must be cancelled. The card must be retrieved from the employee and the appropriate Appendix Form must be completed. The card must be submitted to the P-Card Administrator for processing and file documentation of the cancellation request.

#### **Procurement Card Administrator Responsibilities**

- Serves as the liaison for Lucas County and the bank.
- Issues and maintains Procurement/Travel Cards. Processes Virtual Card requests; arranges payment to supplier.
- Participates in ongoing program reviews.
- Participates in resolving billing disputes (if department/agency is unable to rectify).
- Performs card maintenance in accordance with policies and procedures.
- Maintains policies and procedures as well as Cardholder/Coordinator guides/manuals.
- Manages P-Card purchase limits.
- Notify Elected Officials/Executives/Directors of any violations or discrepancies.
- Coordinates and maintains internal controls.
- Perform spot audits of card transactions for compliance.
- Ensure compliance with all Procurement Card Program policies and procedures.
- Provide initial and on-going training programs for all Cardholders and Coordinators.
- Set and approve merchant category codes.
- Maintains secure electronic files on each Cardholder containing required documents per Lucas County Procurement Card Program Policies and Procedures.
- Reconciles Expense Reports, receipts, bank card statements, virtual card payments and Department/Agency Purchase Reconciliation Forms which is reviewed and approved by the Auditor's Office.
- Updates Program Policies and Procedures as needed.

#### **How the Procurement Card System Works**

The use of the P-Card simplifies the Procurement process by eliminating the traditional purchase order process. Procurement responsibility is delegated to the authorized Cardholder within each Department/Agency, enabling them to pay for authorized goods/services indicated in these Policies and Procedures. Cards may only be used within the limitations of the threshold amounts, as discussed earlier in this manual. Cardholders are expected to follow appropriate state laws and guidelines as well as use reasonable judgment when making purchases. The P-Card shall not be used for any personal use and any such use is subject to immediate reimbursement to Lucas County and may result in disciplinary action which may include dismissal.

Before a Department or Agency can participate in the Procurement Card Program, all applicable parties must attend training given by the Procurement Card Administrator or authorized personnel within the Purchasing Department.

The P-Card will have the employee's name, Lucas County's name, card number, and the expiration date embossed on the face of the card. Lucas County's logo and sales tax exemption number is also preprinted on the front of the card. The card issuing bank will not have individual Cardholder information other than the Cardholder's name, date of birth, work address and telephone/cell (optional) number (for contact by the bank if fraudulent activity is suspected). No credit records, social security numbers, etc., of the cardholder are maintained by the issuing bank. The P-Card process is as follows:

1. A department may make a request to the P-Card Administrator to participate in the Program. Once the request has been received, the P-Card Administrator will forward the required enrollment documentation, along with the Program's Policies and Procedures to the department. Each participating Department/Agency may designate a Card Coordinator. Once the completed forms have been received by the P-Card Administrator, cards will be ordered. Upon arrival to the Purchasing Department, the P-Card Administrator will arrange a day and time to administer training to the appropriate parties.
2. After training, but prior to taking possession of the card, the employee must sign a Procurement/Travel Card Cardholder Acknowledgment Form and the Disciplinary Action Guidelines Form accepting responsibility for the card and acknowledging training. If the training is for a Department/Agency outside of the Commissioner's authority, they must acknowledge the adherence to this Program's Policies and Procedures. These will supersede that of the participant's.
3. Upon receipt of the P-Card and/or Travel Card, the Cardholder will activate their card and designate a PIN. Once activated, the Cardholder will have the ability to make purchases with their Card, in accordance with the Procurement Card Program Policies and Procedures. For all purchases made within the Procurement Card Program, the Lucas County Commissioners' Purchasing, Travel and Procurement Card Program Policies and Procedures will supersede those of the participating agency. This must be acknowledged at the time of training or prior. When making a purchase, the Cardholder must obtain the original receipt. It is strongly suggested Cardholders make copies of all receipts/logs for retention before submitting documents to the Purchasing Department. The receipt should contain the vendor's name, date of purchase, itemized description of the purchase, per unit price and any other pertinent information. Payables receipts should contain the date of purchase, last four digits of the card number used, and the vendor's name.
4. The Cardholder will submit their receipts to their Coordinator for review, if one has been designated within their Department/Agency.
5. Transactions will be transmitted to the system from the card issuer. Transactions will be reviewed, allocated and validated to create Expense Report(s) for each Cardholder within their agency/department. Special fields are available for departments to identify the purchase as non-personal where the purchases may benefit a Lucas County citizen, and is in scope with the department's work-related expenses.
6. At the time of cycle close, the P-Card Administrator will notify the participating Departments/Agencies of the reconciliation deadline and include a copy of the Cardholder Statements.
7. The Card Coordinator/Cardholder will review the Cardholder receipts for validity, sales tax, mistaken/personal use, etc. Once reviewed, they will scan and attach the file (of receipts and statement) to the Cardholder's Expense Report. It is the responsibility of the department to maintain their respective budgets/funds to ensure availability for payment against purchases made with the P-Card. If a report fails budget, the report preparer will be responsible for rectifying.
8. The Expense Report(s) will be reviewed for approval by the Elected Official/Executive/Director/Designee. Once approved there will be two additional reviews and approvals: one by the P-Card Administrator or authorized personnel, and the final by the Expense Auditor.
9. Should disciplinary action be required, the appropriate Appendix Form will be completed by the P-Card Administrator, indicating the offense and the action taken, and sent to the Cardholder and their Supervisor.
10. Should an Expense Report be canceled due to budget failure, the P-Card Administrator will change the status of the Report so it can be resubmitted by the Cardholder and/or Preparer for collection.

### **How the Travel Card System Works**

The use of the Travel Card centralizes the overall travel process to maintain best practices, categorize spending, and help eliminate the need for employee reimbursement. Travel and transaction responsibility is delegated to the authorized Cardholder within each

Department/Office, enabling them to pay for authorized goods/services indicated in these Policies and Procedures. Travel Cards are issued to an individual employee by the appointing authority, Lucas County, allowing an employee within their respective department to assume Cardholder responsibilities while on official County business travel, or to Department/Agency delegate(s). The Travel Card will have the word "Travel" with the employee's name, Lucas County's name, card number, and the expiration date embossed on the face of the card. Lucas County's logo and Tax ID/Exempt number is preprinted on the front of the card. The card issuing bank will not have individual Cardholder information other than date of birth, Employee ID and cell phone (optional) for the Travel Card. No credit records, social security numbers, etc., of the Cardholder are maintained or known by the issuing bank.

The Travel Card may only be used within the limitations of the threshold amounts, as discussed earlier in this manual. Cardholders are expected to follow appropriate state laws and guidelines as well as use reasonable judgment when making purchases. The Travel Card shall not be used for any personal use and any such use is subject to immediate reimbursement to Lucas County and may result in disciplinary action which may include dismissal.

A department/agency that utilizes a Travel Card may name a Card Coordinator. The Travel Card process is as follows:

1. A department may make a request to the P-Card Administrator to participate in the Program. Once the request has been received, the P-Card Administrator will forward the required enrollment documentation, along with the Program's Policies and Procedures to the department. Each participating Department/Agency may designate a Card Coordinator. Once the completed forms have been received by the P-Card Administrator, cards will be ordered. Upon arrival to the Purchasing Department, the P-Card Administrator will arrange a day and time to administer training to the appropriate parties.
2. After training, but prior to taking possession of the card, the employee must sign a Procurement/Travel Card Cardholder Acknowledgment Form and the Disciplinary Action Guidelines Form accepting responsibility for the card and acknowledging training. If the training is for a Department/Agency outside of the Commissioner's authority, they must acknowledge the adherence to this Program's Policies and Procedures. These will supersede that of the participant's.
3. The Coordinator/Cardholder will submit a Travel Authorization (Appendix E), initiating their request/need to travel. The Travel Authorization should include the following supporting documentation (if applicable):
  - a. Conference registration information.
  - b. Hotel information, if associated with the conference.
  - c. Airfare estimates
  - d. Rental car estimates
4. Upon notification of the approved Travel Authorization in the system, the P-Card Administrator will prepare the employee's Travel Card for pick-up and training (if needed).
5. Upon receipt of the Travel Card, the Cardholder will activate their card and designate a PIN, if needed. Once activated, the Cardholder will have the ability to make purchases with their Card, in accordance with the Procurement Card Program Policies and Procedures. For all purchases made within the Procurement Card Program, the Lucas County Commissioners' Purchasing, Travel and Procurement Card Program Policies and Procedures will supersede those of the participating agency. This must be acknowledged at the time of training or prior. When making a purchase, the Cardholder must obtain the original receipt. It is strongly suggested Cardholders make copies of all receipts/logs for retention before submitting documents to the Purchasing Department. The receipt should contain the vendor's name, date of purchase, itemized description of the purchase, per unit price and any other pertinent information.
6. The Cardholder or their Coordinator will be responsible for executing their travel arrangements (airfare, hotel, etc.).
7. Once arrangements have been made, the Cardholder is responsible for the safekeeping of their Travel Card, in a locked, secure location, when not in use.
8. The Cardholder will submit their receipts to their Coordinator for review, if one has been designated within their Department/Agency.
9. Transactions will be transmitted to the system from the card issuer. Transactions will be reviewed, allocated and validated to create Expense Report(s) for each Cardholder within their agency/department.
10. At the time of cycle close, the P-Card Administrator will notify the participating Departments/Agencies of the reconciliation deadline and include a copy of the Cardholder Statements.

11. The Card Coordinator/Cardholder will review the Cardholder receipts for validity, sales tax, mistaken/personal use, etc. Once reviewed, they will scan and attach the file (of receipts and statement) to the Cardholder's Expense Report. The spend authorization should also be attached. If an expense exceeds an approved spend authorization, a new spend authorization will need to be completed and attached to the Expense Report. It is the responsibility of the department to maintain their respective budgets/funds to ensure availability for payment against purchases made with the P-Card. If a report fails budget, the report preparer will be responsible for rectifying.
12. The Expense Report(s) will be reviewed for approval by the Elected Official/Executive/Director/Designee. Once approved there will be two additional reviews and approvals: one by the P-Card Administrator or authorized personnel, and the final by the Expense Auditor.
13. Should disciplinary action be required, the appropriate Appendix Form will be completed by the P-Card Administrator, indicating the offense and the action taken, and sent to the Cardholder and their Supervisor.
14. The Cardholder must return their Travel Card to safe, secure location when not in use. The PCard Administrator may take the card to a \$0 balance once travel is complete.
15. Other Appendix Forms may need to be completed, reviewed and approved if an applicable situation occurs:
  - a. Missing Receipt – must be notarized
  - b. Mistaken Use –reimbursement by the Cardholder may apply
  - c. Transaction Dispute –reimbursement by the Cardholder may apply
  - d. Unauthorized Use reimbursement by the Cardholder may apply
16. Should disciplinary action be required, the appropriate Appendix Form will be completed by the P-Card Administrator, indicating the offense and the action taken, and sent to the Cardholder and their supervisor.

#### **How the Virtual Card Payments Work:**

The Virtual Card Payments are a payment system for departments/agencies, an alternative payment method for accounts payable. There is a stand-alone account established with the bank for Virtual Card Payments. Virtual Cards will only be issued by an authorized administrator within the Purchasing Department. Virtual Card Payments will be issued via a payment file, as a result of the traditional purchasing process.

1. The P-Card Administrator will communicate with suppliers, verifying their ability to accept payment via electronic payment card (Virtual Card).
2. Once a supplier has accepted payment in the form of a card, the P-Card Administrator and/or authorized personnel will create a vendor profile for them in the bank's system. In addition, the P-Card Administrator and/or authorized personnel will complete the necessary maintenance in the ERP system to ensure payment to the vendor is paid via card.
3. Once an invoice/voucher has been approved for payment, the Auditor's Office will run a payment batch for cards. A file will be created for those vendors that accept cards and uploaded to the bank's site by the P-Card Administrator or authorized personnel in the Purchasing Department.
4. Once uploaded, reviewed and approved, the file is sent so the supplier may receive payment electronically via card.
5. At the end of the billing cycle, a statement will be issued by the bank. The P-Card Administrator will run a report showing the cards that have posted. This report will be sent to the Auditor's Office and the Treasurer's Office for review and reconciliation. Once payment is complete, the requestor will receive and voucher in our system. During the voucher process, the requestor will make a note that the payment is a Virtual Card Payment for (benefitting vendor). Depending on the requestor's location, the requestor or the P-Card Administrator will pick up the warrant – this will also be noted during the voucher process.
6. The P-Card Administrator will submit the statement for review and payment.

### **How the Virtual Cards (Non-Payables) Work:**

Virtual Cards created under the account with the bank, that includes the Procurement and Travel Cards, will offer an emergency and/or supplemental payment method to departments with/without a physical P-Card. In this scope, Virtual Cards will provide the P-Card Administrator and authorized personnel the ability to create an efficient payment source for department's payables, work-related expenses, goods and services.

Virtual Cards in this scope have an anchor card that will be assigned to the P-Card Administrator. All Virtual Card transactions will enter the system from the card issuer to the P-Card Administrator to review. The department head will have final internal review and approval.

1. For an emergency situation, work-related expense, goods, service(s) or payable, where the department does not have a physical P-Card, or has an extenuating circumstance, the department will need to send a request for a card to the Virtual Card email. The request should include all the required documentation that is used for a traditional purchasing requisition (see the Lucas County Commissioner's Purchasing Policy for requirements). Once received, the P-Card Administrator or authorized personnel will create a card for the department to use. The card will be created specific to the parameters outlined in the request. This process will not replace the traditional requisition process, but allows for efficiency and flexibility within the department(s).
2. Once the payment to the supplier has been made, the transaction will be transmitted to the system from the card issuer. Transactions will be reviewed, allocated and validated to create an Expense Report(s).
3. The P-Card Administrator will be responsible for creating the Expense Report. Information will be provided by the Department/Agency.
4. The Expense Report(s) will be reviewed for approval by the Elected Official/Executive/Director/Designee. Once approved there will be two additional reviews and approvals: one by the P-Card Administrator or authorized personnel, and the final by the Expense Auditor.
5. Should disciplinary action be required, the appropriate Appendix Form will be completed by the P-Card Administrator, indicating the offense and the action taken, and sent to the Cardholder and their Supervisor.

### **Lost or Stolen Cards or Card Numbers**

- If an issued or received card is lost, stolen, or misplaced, or if the Cardholder thinks that charges were made against their P-Card without his or her authorization, the Cardholder must immediately notify the issuing Bank. Next, notify the Purchasing Department's P-Card Administrator of the loss or unauthorized charge. Failure to provide immediate notification may result in disciplinary action. The Procurement/Travel Card Maintenance Form will need to be completed and approved, and forwarded to the P-Card Administrator to issue a new card to the Cardholder.
- The Cardholder shall report all information necessary and complete all forms required to reduce the liability to Lucas County for a lost, stolen card or card number, and shall work with any law enforcement agency in prosecuting the theft to the fullest extent of the law.
- The Department/Office/Agency is responsible for any and all costs associated with lost or stolen cards and their replacement.
- Cardholders with excessive lost or stolen P-Card and/or Travel Card(s) may have their Cardholder privileges revoked.
- Any instances where a transaction is being disputed, the Cardholder must notify the P-Card Administrator immediately. The P-Card Administrator or authorized personnel will notify the bank of the dispute.
- Employees have a responsibility to report instances where the County's policies and procedures are not being followed.

- The P-Card program carries corporate, not individual, liability. The cardholder's personal credit history is not impacted in any way. Billings for authorized purchases will be paid with Lucas County funds. In addition, the Cardholder is personally liable for payment of improper purchases which may be withheld from a subsequent paycheck if not reimbursed, and may be subject to criminal prosecution.

### **Missing Receipt**

If the Cardholder does not have transaction documentation (receipt) to provide as proof of purchase to submit with their Expense Report he/she must complete the Missing Receipt Appendix Form and attach it to their Expense Report for justification, review and approval. . This Form must be notarized prior to submission.

- The Procurement Card Missing Receipt Form must be signed by the agency elected Official/Executive/Director.
- Failure to provide the Procurement Card Missing Receipt Form may result in disciplinary actions up to and including dismissal.
- The employee may be required to reimburse Lucas County for undocumented expense(s).
- A copy of the Procurement Card Missing Receipt Form will be placed in the Cardholder's master file.
- Continued incidents of missing documentation will result in the suspension/cancellation of the employee's card.

### **Questionable Purchases**

Due to knowledge of the job responsibilities and requirements of employees, Elected Officials/Executives/Directors and Card Coordinators are required to review each card expenditure to ensure purchases were necessary for official County use and that purchases comply with P-Card Policies and Procedures.

- Elected Officials/Executives/Directors and Card Coordinators will be responsible for resolving the issue with the Cardholder.
- Questionable purchases are not limited to *what* was purchased, but are also subject to *how* the purchase(s) was made if it is suspected or deemed the method violated this policy and/or the Ohio Revised Code (ORC).
- If the Elected Officials/Executives/Director and Card Coordinators are not satisfied that a purchase was necessary for official Lucas County use, the Cardholder will be held responsible for reimbursing the County for the amount of the purchase.
- The Cardholder must either provide documentation indicating that the questionable item(s) purchased was reversed for credit and applied against the P-Card, or issue a payment to the County in the form of check, cash or money order made payable to the Cardholder's Agency for the full amount of the purchase. The Cardholder's Department/Office/Agency will be responsible for making the payment to Lucas County and forwarding the receipt to the Auditor's Office.
- A "Procurement and Travel Card Mistaken Use Form" and/or a "Procurement and Travel Card Unauthorized Use Form" should be submitted explaining why the violation occurred and the action taken to prevent reoccurrence.
- Misuse or mishandling of the P-Card is defined in the Ohio Revised Code (ORC) Section 2913.21. All Cardholders shall not violate this code in any manner. Improper use of the purchase card can be considered misappropriation of County funds and may result in disciplinary action up to and including termination of employment. Improper use can result in revoking the card. In addition, the cardholder is personally liable for payment of improper purchases, including those in excess of dollar amounts appropriated or authorized by the County and subject to criminal prosecution under terms of ORC 309.29(G)(4).

### **Disputed Transactions**

Transactions being disputed by the Cardholder need to be reviewed and approved for dispute by the Cardholder's Elected Official/Executive/Director/Supervisor and P-Card Administrator. Once approved, the Cardholder and Card Coordinator should exhaust reasonable efforts to resolve the dispute directly with the supplier. Ten (10) business days should be allowed for the resolution, if applicable, to reflect the Cardholder's account. The Cardholder will need to complete "Procurement and Travel Card Transaction Dispute Form" and submit to the Procurement Card Administrator. If the dispute is related to fraudulent charges, the

Cardholder is responsible for notifying the P-Card Administrator of the charges as soon as he/she is aware. The P-Card Administrator will follow the necessary steps with the bank for disputed transactions due to fraud.

#### **Declined Attempts**

The P-Card will be declined if one of the embedded limits is exceeded, if the merchant commodity code is blocked or if the card issuer has a security concern because of a spending pattern. Contact the issuing bank to determine the exact cause.

#### **Sales and Use Taxes**

Lucas County is exempt from paying almost all State of Ohio sales or use tax, even if the purchase is made with the P-Card. This exemption applies to some other states as well. If the supplier charges exempt sales tax, the Cardholder or Coordinator must contact the supplier and obtain a credit equal to the amount of the sales tax. If no attempt is made and/or the employee is not able to receive a credit for the sales tax, he/she may be responsible for reimbursing the County for the amount of the sales tax charged. The PCard Expense Report will need to provide documentation showing the employee is aware of the sales tax and that effort is being made to obtain a credit. Documentation can be a note in the description and/or an email to a supplier, etc. The PCard Administrator reserves the right to determine sufficient documentation, along with the timeline allowed for a Cardholder to obtain a credit before the employee is responsible for paying the sales tax to the County. Standard timeframe for credit resolution is 3 billing cycles, unless an extenuating circumstance is determined. The employee is responsible for purchases made with the card. If you have a problem with any supplier about sales or any other tax, please contact the P-Card Administrator.

**APPENDIX A****PROCUREMENT CARD PROGRAM  
ENROLLMENT & MAINTENANCE FORM****Card Type (check all that apply):**

Individual Procurement Card       Delegate Procurement Card  
 Individual Travel Card       Delegate Travel Card

**Cardholder Information:**

Employee Name \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

Email \_\_\_\_\_

Desk Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Employee ID \_\_\_\_\_

Employee DOB \_\_\_\_\_

**Card Request:**

New Card:       Replacement:  
 Close Card:       Limit Change:

---

**Cardholder Signature**

**Date**

I hereby accept purchasing authority and responsibility for the card(s) requested. I acknowledge and agree to the associated responsibilities as outlined in the Lucas County Procurement Card Program Policies and Procedures.

---

**Supervisor Signature, Title**

**Date**

I hereby approve of signing and purchasing authority to the designated Cardholder within this form. I acknowledge and agree to the associated responsibilities as outlined in the Lucas County Procurement Card Program Policies and Procedures.

---

**P-Card Administrator Signature**

**Date**

I acknowledge that I have reviewed and executed the request made within this form in accordance with the Lucas County Procurement Card Program Policies and Procedures.

## APPENDIX B

### LUCAS COUNTY PROCUREMENT CARD PROGRAM CARDHOLDER ACKNOWLEDGEMENT

The Procurement Card represents the County's trust in you. You are empowered as a responsible agent to safeguard County assets. Improper use of this card can be considered misappropriation of County funds. This may result in disciplinary action up to and including termination of employment. Your signature below verifies that you have read the County and Agency policies and procedures and agree to comply with them as well as with the following responsibilities. Your signature also acknowledges that you have received Procurement Card training as administered by the Procurement Card Administrator.

Procurement Card No.: \_\_\_\_\_ Exp. \_\_\_\_\_ CVC \_\_\_\_\_

1. I understand the card is for County approved/authorized/allowable expenditures only, and I agree not to charge personal purchases.
2. I understand that all charges will be billed directly to and paid directly by the County. The bank cannot accept any monies from me directly. Therefore, any personal charges billed to the County could be considered misappropriation of County funds.
3. I may be a delegate or individual Cardholder, but I understand that the Procurement Card is issued in my name. I will not allow any other person to use the card. I am accountable for any and all charges against the card.
4. If the Procurement Card is lost or stolen, I will immediately notify the card issuer by telephone. I will provide the card issuer written notification by mail or fax, with copies to the program administrator and my Agency Coordinator.
5. As the Procurement Card is County property, I understand that I am required to comply with internal controls, adhering to procedures, and designated to protect County assets. This may include being asked to produce the card to validate its existence and account number.
6. I will obtain, keep and submit original receipts for all my purchases. I will resolve any discrepancies by contacting the supplier first, and then involving the Procurement Card Administrator when necessary.
7. I have received a copy of the County's policies and procedures for the Procurement Card Program. I understand the program requirements and agree to follow them. I understand that if my department/agency has its own board and/or elected official, participation in this Program (under the Commissioners) acknowledges my adherence to these Policies and Procedures. These, the Lucas County Procurement Card Program Policies and Procedures, will supersede that of my department/agency. Failure to do so may result in revocation of the card or other disciplinary action.
8. I understand the Procurement Card is not provided to all employees. Assignment is based on my need to pay for work related expenses. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement, nor reflective of title or position.
9. I agree to surrender the Procurement Card immediately upon termination of employment whether for retirement, voluntary or involuntary reasons.
10. I agree to submit the required documentation to the P-Card Administrator by the deadline mandated each month. Failure to do so may result in my department/agency being responsible for a late fee to the card issuing bank, should one be incurred due to my failure to adhere to the deadline.

---

Employee Signature

Employee Print Name

Date

## APPENDIX C

### PROCUREMENT CARD PROGRAM DISCIPLINARY ACTION GUIDELINES

**Misuse of the card is a very serious offense (See ORC 2913.21 Misuse of Credit Cards). Discipline will be imposed when misuse of the card is detected. Recommended Discipline Guidelines are listed below. Actual Discipline will be determined by the appointing authority based on the severity of the offense. The Board of Commissioners reserves the right to terminate card privileges at any time, which in and of itself is not considered a disciplinary action. Should an offense occur, a letter indicating the offense will be sent to the Cardholder and/or their Supervisor.**

**The following can be deemed an offense, defined as a breach of the Lucas County Procurement Card Program Policies and Procedures:**

- Missing Receipt(s)
- Sales Tax Charged
- Personal, Unauthorized Purchase(s)
- Use of Card for Personal Gain
- Missing Reporting/Submission Deadline
- Not Reporting Unauthorized Charges
- Not Reporting Misuse
- Not Reporting a Lost or Stolen Card
- Purchase of Prohibited Items
- Purchase Outside of Spending Limit(s)
- Other Non-Compliant/Inappropriate Card Use

**Depending on the nature/type of the offense, the following action(s) may be taken against the Cardholder:**

- Documentation of Offense via the Appropriate Appendix Form
- Reimbursement to Lucas County
- Liable for Unauthorized/Prohibited Purchases, Including Sales Tax
- Suspension of Card Privileges for a Specified Period of Time (i.e. 30 days, 3 Months, 6 Months)
- Limit(s) Adjusted/Lowered
- Revocation of Card Privileges
- Investigation and Possible Termination

The above indicated actions could be in response to specific offenses, and are to be used as a guide and are not intended to be all inclusive. Actions may be taken in steps or stages, depending on the offense. At the occurrence of any of the listed offenses, or any that are not listed, appropriate discipline shall be determined after the particular circumstances of the case have been carefully considered, in accordance with acceptable bargaining unit policy. My signature is acknowledgement that I have reviewed and accept this Form, and have received training on Card use, including a review of the Policies and Procedures.

It is the responsibility of the Cardholder, Coordinator/Delegate, Supervisor, Authorizing Party, and/or the P-Card Administrator to report misuse of the Card(s).

---

Employee Signature

Date

# PROCUREMENT CARD PROGRAM VIOLATION NOTIFICATION

Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_

Department \_\_\_\_\_

## You are receiving this notification because the following violation occurred:

<input type="checkbox"/> Missing Receipt <input type="checkbox"/> 1 <sup>st</sup> Offense <input type="checkbox"/> 2 <sup>nd</sup> Offense <input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> Unauthorized Use – Prohibited Item(s) <input type="checkbox"/> 1 <sup>st</sup> Offense <input type="checkbox"/> 2 <sup>nd</sup> Offense <input type="checkbox"/> 3 <sup>rd</sup> Offense
<input type="checkbox"/> Mistaken Use <input type="checkbox"/> 1 <sup>st</sup> Offense <input type="checkbox"/> 2 <sup>nd</sup> Offense <input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> Unauthorized Use – Over Card Limit(s) <input type="checkbox"/> 1 <sup>st</sup> Offense <input type="checkbox"/> 2 <sup>nd</sup> Offense <input type="checkbox"/> 3 <sup>rd</sup> Offense
<input type="checkbox"/> Failing to Report Card Lost/Stolen <input type="checkbox"/> 1 <sup>st</sup> Offense <input type="checkbox"/> 2 <sup>nd</sup> Offense <input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> Unauthorized Use – Personal Gain <input type="checkbox"/> 1 <sup>st</sup> Offense <input type="checkbox"/> 2 <sup>nd</sup> Offense <input type="checkbox"/> 3 <sup>rd</sup> Offense
<input type="checkbox"/> Unauthorized Use – Transaction Type <input type="checkbox"/> 1 <sup>st</sup> Offense <input type="checkbox"/> 2 <sup>nd</sup> Offense <input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> Unauthorized Use – Non-Cardholder Use <input type="checkbox"/> 1 <sup>st</sup> Offense <input type="checkbox"/> 2 <sup>nd</sup> Offense <input type="checkbox"/> 3 <sup>rd</sup> Offense
<input type="checkbox"/> Unauthorized Use – Split Transaction(s) <input type="checkbox"/> 1 <sup>st</sup> Offense <input type="checkbox"/> 2 <sup>nd</sup> Offense <input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> Other Non-Compliant Use - _____ _____ <input type="checkbox"/> 1 <sup>st</sup> Offense <input type="checkbox"/> 2 <sup>nd</sup> Offense <input type="checkbox"/> 3 <sup>rd</sup> Offense

## Action Taken:

Notification Only     P-Card/Travel Card Suspended     P-Card/Travel Card Revoked     Other

## Further Details/Explanation:

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P-Card Administrator

Date

**APPENDIX E****PROCUREMENT CARD PROGRAM****REQUEST FOR AUTHORIZATION TO TRAVEL ON COUNTY BUSINESS**

Name of Meeting: \_\_\_\_\_

Date &amp; Time Authorized Travel Begins: \_\_\_\_\_

Date &amp; Time Authorized Travel Ends: \_\_\_\_\_

Place and Address of Meeting: \_\_\_\_\_

Employee Attending: \_\_\_\_\_

**Estimated Travel Cost Details**

Registration Fee: \_\_\_\_\_

**Air Fare**

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

**Lodging**

Check-In Date: \_\_\_\_\_ Check-Out Date: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

**Transportation** Rental Vehicle      Gasoline  Yes  No      Estimated Cost \_\_\_\_\_ Private Vehicle      *Gasoline will only be permitted for Rental Car use. If using a private vehicle, the procedures for mileage reimbursement must be followed.* (Gasoline): \_\_\_\_\_**Meals****Breakfast** gsa.gov Individual Meal Rate \_\_\_\_\_**Lunch** gsa.gov Individual Meal Rate \_\_\_\_\_**Dinner** gsa.gov Individual Meal Rate \_\_\_\_\_**Other/Miscellaneous Approved Costs**

Description: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

**Grand Total Estimated Cost(s):** \_\_\_\_\_

Travel Authorized By:

Signature

Title

Date

APPENDIX F

**PROCUREMENT CARD PROGRAM**  
**PROCUREMENT/TRAVEL CARD RETURN RECEIPT FORM**

Card # \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

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

Card Maintenance Required:  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disciplinary Action Required:  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Cardholder/Coordinator/Supervisor Signature Date

*I acknowledge that the aforementioned details are true and accurate.*

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P-Card Administrator Signature Date

*I acknowledge that the aforementioned details are true and accurate.*

## APPENDIX G

### PROCUREMENT CARD PROGRAM MISSING RECEIPT FORM

#### Purchase and Supplier Information:

Cardholder's Printed Name:
Cardholder's Department:
Purchase Date:
Vendor Name:
Vendor's Address:
Method of Purchase: <input type="checkbox"/> In-Store <input type="checkbox"/> Phone <input type="checkbox"/> Internet <input type="checkbox"/> Other

#### Detailed Description of Each Item Purchased:

Description/Quantity/Unit Price/Total cost of each item:
Total Order Cost: \$

#### Explanation:

Reason for Missing Receipt:
Original Receipt: <input type="checkbox"/> Lost <input type="checkbox"/> Other
Additional Explanation or Notes:

Cardholder's Signature

Date

*I attest that the above purchase was made for the benefit of Lucas County while conducting official County business. I certify that I have attempted to obtain an original receipt from the vendor.*

Supervisor's Signature

Date

*Note: Every effort should be made to obtain an original receipt from the vendor. Keep a copy of this form with your other Procurement/Travel Card documentation in lieu of the original receipt. Forward the original with your Procurement/Travel Card Log Form. A copy should also be forwarded to the Procurement Card Administrator in the Purchasing Department. Use of the Procurement and Travel Card Missing Receipt Form should be extremely rare and may result in the suspension or revocation of your card.*

The foregoing signature(s) have been proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me, subscribed and sworn to (or affirmed) me on this day of \_\_\_\_\_ 20\_\_\_\_\_. \_\_\_\_\_.

In witness hereof, I hereunto set my hand and official seal.

Lucas County Board of Commissioners

(SEAL)

## APPENDIX H

### PROCUREMENT CARD PROGRAM MISTAKEN USE FORM

Mistaken personal use of the Procurement/Travel Card may occasionally occur. Upon discovery of mistaken personal use of the card, the Cardholder must notify their supervisor immediately and Coordinator/Delegate to report the incident. The Cardholder should work with the supplier to get the charges reversed/credited from the Procurement Card to the Cardholder's personal credit card. If the supplier cannot accommodate the request to reverse the charge(s) and credit the Lucas County Procurement Card, the Cardholder will issue payment to Lucas County in the form of a check, cash or money order made payable to the Lucas County Treasurer for the full amount of the purchase(s). The department will need to charge the purchase to the accounting string indicated below. The pay-in should credit the account charged. The Pay-in must be completed within 5 working days after discovery. Failure to make payment may result in revocation of Purchase Card and or disciplinary action.

Printed Cardholder's Name:

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Transaction Date:

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Supplier Name:

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Amount of Purchase:

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Reason for Mistaken Use:

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Supplier able to reverse/credit the transaction: Yes  No  If No: Attach Pay-In Receipt

Accounting String: \_\_\_\_\_

Signed:

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Cardholder

Signed:

---

Supervisor

Review of Policy: Complete and attach this form with your pay-in receipt to your monthly P-Card Expense Report. A copy should also be forwarded to the Procurement Card Administrator. Use of the Purchasing and Travel Card Mistaken Use Form should be extremely rare and may result in revocation of Purchase Card and or disciplinary action.

## APPENDIX I

### PROCUREMENT CARD PROGRAM TRANSACTION DISPUTE FORM

Transactions may be disputed for the specified reasons listed below. If you believe a transaction on your account has been posted in error, please complete and sign this form. Once approved and completed, forward to the Procurement Card Administrator.

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

From: \_\_\_\_\_ Dept.: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Cardholder Phone: \_\_\_\_\_

Card #: \_\_\_\_\_ Merchant Name: \_\_\_\_\_

Transaction Date: \_\_\_\_\_ Transaction Amount: \_\_\_\_\_

#### Dispute initiated for the following reason (Please select only one):

**\*Please allow 10 business days for all credits and/or adjustments to be reflected on the Statement/Cardholder account.**

- The amount posted differs from my original receipt. I contacted the merchant on \_\_\_\_\_, but the credit and/or adjustment has not been received. Attached is the original receipt.
- I have not received the merchandise ordered on \_\_\_\_\_. I contacted the merchant on \_\_\_\_\_ to credit my account, but the credit has not been received.
- The charge posted should be a credit. I contacted the merchant on \_\_\_\_\_ to credit my account, but the credit has not been received.
- I was issued a credit from a merchant, but the credit has not been received. Attached is the proof of credit.
- I certify that the charge disputed was a single transaction, but has posted more than once to my account. I did have the card in my possession at the time. I did not authorize more than one transaction.
- I notified the merchant to cancel this pre-authorization and/or order on \_\_\_\_\_. I have not received credit for the cancellation. Attached is the proof of successful cancellation.
- Merchandise for disputed transaction was returned to the merchant on \_\_\_\_\_. I have not received credit to my account. Attached is the return receipt and/or proof of return.
- Other. Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX J****PROCUREMENT CARD PROGRAM  
UNAUTHORIZED USE FORM**

Unauthorized use of the card should not occur. Upon discovery of unauthorized use, the Cardholder is subject to the Disciplinary Action Guidelines indicated in Appendix D. The unauthorized use of the Procurement Card is acknowledged below by the Cardholder and his/her Supervisor. The Cardholder will issue payment to Lucas County in the form of a check, cash or money order made payable to the Lucas County Treasurer for the full amount of the purchase(s). The Pay-in must be completed within 5 working days after discovery. Failure to make payment may result in disciplinary action.

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Print Cardholder Name

Card Number

Date of Discovery

**Transaction Details**

Supplier Name	Description of Goods/Services	Purchase Date	Amount

**Disciplinary Action Taken:**

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Cardholder Signature

Date

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Supervisor Signature

Date