

# TOM GREEN COUNTY

## Procedures For Use of County Procurement Cards

### Overview:

*Pursuant to LGC 262.011(o), the county purchasing agent shall adopt rules and procedures necessary for persons to use county purchasing cards to pay for county purchases under the supervision of the county purchasing agent, subject to the approval of the commissioners' court.*

*Card holders are considered assistants of the purchasing agent for purposes of purchasing card use. LGC 262.011 (l)*

The purpose of this policy is to establish a purchasing card program with procedures for procuring goods and/or services using a Purchasing Card (referred to as P-Card.) The P-Card is not the 1<sup>st</sup> form of payment and is not intended to take the place of Purchase Orders or the issuance of county checks. Employees who use the P-Card to perform official county business will use the card as provided in this policy. **The P-Card is not for personal use.**

Purchases allowed include:

1. A necessary purchase when a credit card is the only form of payment a vendor accepts.
2. A necessary purchase when a county check cannot be cut on time.
3. Making Hotel reservations.
4. Unforeseen Circumstances- shall be determined by the Purchasing Agent and Elected Official/Department Head.
5. Emergency purchases- when declared by the commissioner's court.

***A person commits an offense if the person violates LGC262.011 and is considered a misdemeanor.***

## Responsibilities:

### Responsibility of the Purchasing Agent:

1. To develop the policy and procedures for the use of P-Cards.
2. Shall be the single point of contact between county and P-Card provider.
3. Shall issue, suspend/cancel, and insure delivery of P-Cards.
4. Shall approve/process changes to card holder limits and restrictions. Work with Elected Official /Department Head to determine exactly what restrictions shall be placed with each cardholder.
5. Will keep a current list of cardholders, card numbers, and card limits on file.
6. Verify that the receipts:
  - a. Are for a valid purchase.
  - b. Include Authorized Signature
  - c. Include Purchase Order number.
7. Will ensure statement with correct receipts is submitted to the County Treasurer in a timely manner for prompt payment.
8. Coordinate training on P-Card usage.

### Responsibility of all Cardholders:

1. Purchases must not exceed departmental budget.
2. Ensure that each transaction be a valid purchase and meet the guidelines of this policy and the county purchasing policy.
3. Inform vendor of tax exempt status; Cardholder will be responsible for reimbursing the tax amount to the county (contact purchasing for Tom Green County Federal Tax Exempt number.)
4. Ensure there is a receipt for each purchase. (For online purchases, print confirmations.)
5. Maintain a **log** of all P-Card transactions\*.
6. Keep all receipts in a secure location until receipts are submitted.
7. Submit receipts immediately after purchase to Elected Official/Department Head or the designated departmental P-Card coordinator.
8. All P-Card receipts must be submitted, it is the responsibility of the cardholder to obtain receipt from vendor.
9. **Cardholder will be held personally responsible for items purchased without receipt.**
10. Report lost/stolen cards immediately.
11. Sign the P-Card policy agreement

\* Log Information shall include but not be restricted to:

1. Name of Cardholder.
2. Date and time of transaction.
3. Reason for use of card.
4. Vendor and Location.
5. Amount of Purchase

## Responsibilities (cont):

Responsibility of the Elected Official/Department Head:

1. Designate a departmental purchasing card coordinator.
2. Designate which employee(s) will receive P-Card(s).
3. Approve and monitor all transactions.
4. Verify that purchases do not exceed departmental budget.
5. Enter a requisition for each P-Card purchase. Requisition must be entered **before** a purchase is made. In the event this is not possible, a requisition must create as soon as possible.
6. Recommend suspension or cancellation of a card to the purchasing department.
7. Deliver to the purchasing department, P-cards of those employees who are terminated or change positions.
8. Submit all receipts to the purchasing department in a timely manner for prompt payment. Verify that the receipts:
  - a. are for a valid purchase.
  - b. include Authorized Signature
  - c. include Purchase Order number
9. Keep copy of all P-Card receipts.
10. Keep copy of all cardholder logs.
11. Sign the P-Card policy agreement.

## Card Issuance:

With the approval of the Commissioners' Court, the Purchase Agent will administer the P-Card Program. All P-Cards will be issued by the Purchasing Agent. Final authority for usage and control resides with the Purchasing Agent. The Purchasing Agent may cancel the purchasing card at any time without cause.

## Security:

All cards are to be kept in a secure location or in the cardholder's possession at all times. Do not allow anyone else to use the P-Card. Cardholders assume all responsibility for purchases made with the P-card.

For those employees who only check out a P-Card from Purchasing:

- a. at the discretion of the Purchasing Agent, overnight retention shall be the exception and not the rule.
- b. All other rules to this policy apply.

## Payment processing:

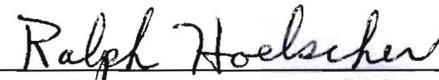
Upon receipt of the monthly statement from the card company, the Purchasing Department shall attach the merchant receipts/ invoices (with authorized signature and PO number) and forward to the Treasurer's Office for payment.

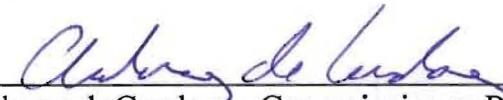
  
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Johnny S. Grimaldo, CPPB

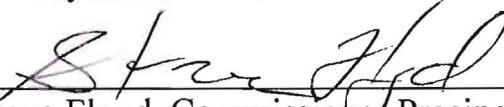
Purchasing Agent

### Tom Green County Commissioners' Court

  
\_\_\_\_\_  
Michael D. Brown, County Judge

  
\_\_\_\_\_  
Ralph Hoelscher, Commissioner Precinct 1

  
\_\_\_\_\_  
Aubrey deCordova, Commissioner Precinct 2

  
\_\_\_\_\_  
Steve Floyd, Commissioner Precinct 3

  
\_\_\_\_\_  
Yantis Green, Commissioner Precinct 4



# Tom Green County



Johnny S. Grimaldo, CPPB  
Purchasing Agent

Mary Adame  
Purchasing Assistant

113 W. Beauregard Ave  
San Angelo, TX 76903

I, \_\_\_\_\_ agree to use this card for official approved  
(PRINT NAME)  
purchases only. I fully understand that misuse or abuse of the card will result in  
revocation of the card and appropriate disciplinary actions which may include  
termination of my employment. I also agree to attend training on the use of this  
card as directed by the Purchasing Agent.

Your signature verifies that you completed the Tom Green County P-Card  
program training, understand the guidelines and procedures and agree to comply  
with all aspects of the program.

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchasing Agent

\_\_\_\_\_  
Date