

Procurement Card- Training

1. No service can be charged on the card. The card should be utilized for only tangible items. Examples of tangible items are supplies, uniforms, repair parts, medical supplies, etc. The only exception is for a registration to attend a conference and hotel room charges. **Out of town meals for County travel is not permitted to be charged to the Procurement Card without preapproval from the County Administrator.** No fuel should be charged on the card.
2. The cardholder must turn in detailed receipts with each statement issued by Bank of America. There is no exception to the rule. It is mandatory for the audit. The Bank of America statement and receipts should be approved by the cardholder and their department head. **These should be forwarded to the Accounts Payable Office no later than one week after they are received.**
3. Please remember all open accounts should be closed if the company takes a Visa card. Any local charge accounts currently open with any vendors that accept a Visa card should be closed. This does not apply to services, only tangible items.
4. The transaction limit is \$1,500. You may not charge more than this amount per transaction due to the guidelines for competitive bidding. You cannot split an order to circumvent the Procurement Code. If this practice is detected, your card will be placed on hold until a ratification letter is completed and approved by the County Administrator.
5. No grant items should be charged on the card unless the company will not take a purchase order. A copy of any grant expenditures should be sent to the Grants Coordinator for our reports that we are required to complete for our external audit staff.
6. Travel guidelines must be followed for any charges on the Purchasing Card. Agendas for meetings are required to be submitted with the detailed receipt. Please state on the back of the receipt the purpose of the expense.
7. **No equipment can be purchased with the card. Any equipment over \$5,000 must go through the Purchasing Director. This is a part of our Fixed Asset Accountability Policy that has been approved by County Council.**
8. All transactions should be reviewed and corrected in the Works software by noon each Friday. At 3:00 pm every Friday the file will be created to export the charges to CSI. If you notice an incorrect account number after this time and need for a correction to be made, please send an email to request the change. **A detailed description of each transaction is required in the comments area on Bank of America Works Program.**
9. Each cardholder will confirm with a signature that they have been trained in how to utilize the Bank of America Procurement Card Program.
10. Please log in to your account with Bank of America. Once you log in you may view all transactions and related information, training videos and documentation. If you are a Manager, you will see not only your transactions but the transactions in which you will need to approve.
11. Please refer to Quick Reference Guides for additional instructions on utilizing the Works software.

FOR REFERENCE:

ALL PROCUREMENT CARD CHARGES ARE SUBJECT TO FOIA. EACH TIME YOU USE YOUR CARD REMEMBER THAT THE CHARGE COULD BE MADE PUBLIC THROUGH THE MEDIA.

IF VIOLATIONS OF THE CARDHOLDER'S MANUAL OCCUR ON A REGULAR BASIS, A HOLD WILL BE PLACED ON THE CARD UNTIL ALL POLICIES ARE FOLLOWED BY THE CARDHOLDER.

I have read and understand the guidelines and policies pertaining to the Bank of America Procurement Card Program.

Cardholder's Signature

Date