

County Purchasing Card Program Guidelines

The County's Purchasing Card program is designed to simplify the procurement of small-dollar goods and services. This efficient tool streamlines the purchasing process by minimizing paperwork, lowering handling costs, and expediting the acquisition of essential items to better serve our customers.

The Purchasing Card functions like a standard Visa or MasterCard credit card and is widely accepted by merchants. It can be used at businesses such as hardware stores, grocery stores, department stores, and any merchant that accepts Visa cards. Cardholders can also place orders via mail or phone and secure hotel reservations using their County Purchasing Card.

Employees are entrusted to use the Purchasing Card responsibly, ensuring that purchases align with County-approved purposes. The success of the program hinges on your commitment to utilizing the card appropriately to acquire necessary goods and services that enhance customer service.

Unauthorized Purchases and Policy Violations: If a cardholder makes unauthorized purchases, such as those for travel, entertainment, or any items not approved by their manager, they may be held liable for the full amount of such transactions, including associated administrative fees. Depending on the severity and frequency of violations, the following measures may be taken:

- The cardholder will be instructed to cease any non-compliant use of the card.
- Both the cardholder and their manager will receive notification of the infraction from the Division Program Administrator.
- The matter may be escalated to the Card Administrator for further action as needed.

Misuse or abuse of the Purchasing Card undermines the program's effectiveness and compromises vital statistical and managerial reporting as outlined in the Purchasing Card Manual.

Fraud or Unauthorized Use: Should unauthorized purchases or fraud be identified, immediate steps will be taken, such as:

- Cancellation of the card
- Revocation of the cardholder's purchasing privileges
- Potential termination of employment

Any cases involving suspected theft, fraud, or related misuse reported to the Department Card Administrator will be referred to the State Bureau of Investigation or appropriate law enforcement agencies.

For questions or concerns about the Purchasing Card program, please reach out to the Purchasing Card Administrator.