

The seal of Livingston County, Michigan, is a circular emblem. It features a central image of a building with a steeple, likely a courthouse or government building, set against a background of horizontal lines. The text "Livingston County, Michigan" is written in a curved path along the top inner edge of the seal, and "Organized in 1831" is written along the bottom inner edge. The seal is rendered in a light gray color.

**LIVINGSTON COUNTY
FISCAL SERVICES
PROCUREMENT CARD
PROCEDURES**

**LIVINGSTON COUNTY FISCAL SERVICES
304 E. Grand River Avenue, Suite 204
Howell, Michigan, 48843**

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I. Introduction

Livingston County offers an alternative approach to purchasing products and services with the use of Procurement Cards (P-cards). A p-card purchase will **not** replace the normal procurement procedures.

If applicable policies and/or procedures are not followed, p-card privileges may be rescinded at any time at the discretion of the Department Director and/or County Administrator (or designee). The County Administrator, Deputy County Administrator/Financial Officer or designee will audit p-card usage and cardholders or authorized card users (*hereafter referenced as cardholder*) will be personally liable for any unauthorized use. Deputy Directors may act on behalf of the Department Director. The Program Administrator is the Procurement Coordinator.

These procedures provide the guidelines under which cardholders may use a p-card. A cardholder's signature on the Livingston County Procurement Card Request Form (Attachment B) indicates that the cardholder read, understands and agrees to adhere to the guidelines outlined in the Procurement and Procurement Card policies and procedures (Attachment A).

II. General Summary

With pre-approval by their respective Department Director or Elected Official, a p-card may be issued to permanent County employees. No person other than the person to whom the p-card is released shall be authorized to use the assigned p-card.

Prior to p-card issuance, an employee shall certify their understanding and agreement to adhere to the Procurement and Procurement Card policies and procedures. An employee is not authorized to use a p-card unless the Cardholder Certification and training has taken place. The Department Director (or designee) shall schedule training for the employee prior to the issuance and/or authorized use of the p-card.

The p-card issued to an employee shall only be used for purchases approved for County business and authorized by the Department Director or Elected Official within the provisions of the Procurement and Procurement Card Policies.

III. How to Obtain a Procurement Card

1. Once a need for a p-card has been determined, the Department Director or Elected Official shall complete and submit a Livingston County Procurement Card Request Form (Request Form – Attachment B) to the Program Administrator, Procurement Coordinator, in the Fiscal Services Department. This form is located on the County Policies / Forms page located at: <https://www.livgov.com/administration/Pages/policies.aspx>).
2. The employee and the Department Director must review the Procurement and Procurement Card policies and procedures. Questions about the policies and procedures should be answered **prior** to the submission of the Request Form to the Deputy County Administrator/Financial Officer.
3. After the Request Form is received, reviewed and approved by the Deputy County Administrator/ Financial Officer, a p-card may be issued to the employee or department.

4. Upon receipt of the p-card, the Program Administrator will contact the Department for pick-up. To pick-up the p-card, the cardholder shall complete and return a Cardholder Certification (Attachment C). In addition, the cardholder shall sign to acknowledge that he/she has received the p-card from the Program Administrator.
5. The original Request Form and Cardholder Certification shall be forwarded to the Human Resources Department for the employee file.

IV. **Procurement Process**

1. At the time of purchase, the cardholder will present the p-card. As a governmental agency, **Livingston County is exempt from sales tax.** The cardholder must take appropriate measures to ensure that the County is not charged tax on purchases. The sales tax exemption number is located on the front of the p-card.
2. The cardholder must provide the vendor/supplier with the appropriate shipping information. **All goods must be shipped to an official Livingston County business address.**
3. To complete the purchase, the cardholder must sign the receipt and keep a copy of the itemized charge receipt. The cardholder may also place an order over the telephone or online. When a telephone or online order is placed, the cardholder should save a copy of both the order confirmation and the itemized invoice / receipt showing prices and shipping charges.
4. When the goods are received, the cardholder shall check the goods against the itemized receipt and/or the order confirmation. The cardholder must keep all shipping documents together with the corresponding charge receipts.
5. **Incorrect Shipments or Returns:** If a shipment is incorrect, the cardholder should promptly (within three (3) business days) contact the vendor/supplier to arrange for a return, exchange or credit. If the vendor/supplier agrees to issue a credit, a copy of any credit memo should be kept. The cardholder or designee should verify that the credit is properly reflected on the next monthly statement.
6. It is the cardholder's responsibility to know the vendor's return policy.

V. **Reconciling Monthly Purchases**

A. **Monthly Cardholder Statement**

1. The cardholder(s) or department p-card allocator designee will be sent a notification email when transactions have been imported into MUNIS. It is the responsibility of the cardholder(s) or department p-card allocator designee to provide detailed descriptions, documentation and allocation to the appropriate ORG and OBJ for all charges on the account's monthly statement (Attachment D).
2. The original sales documents (i.e. receipt, packing slips, cash register tape, and p-card slips) for each transaction shall be uploaded in TCM under transactions. When the transaction has been updated to include a detailed description (including County business purpose), allocated to the appropriate ORG and OBJ, the cardholder(s) or

department p-card allocator shall release the cardholder statement into MUNIS workflow for the Department Director or Elected Official's approval.

3. It is the responsibility of the Department Director or Elected Official to provide timely review and approval of the cardholder's monthly statement transactions. This review includes a determination of the appropriate allocation (i.e. ORG OBJ with project string, if applicable), description detail, and documentation in TCM.
4. Afterwards, all County cardholder statements are reviewed by the Fiscal Services Department for policy compliance, statement reconciliation, and is approved for payment. In the event, the information is found to be incorrect; it is the responsibility of the cardholder or p-card allocator designee to revise or supply the appropriate information.
5. The Accounting Assistant will insure that both the Wire and P-card transactions are presented to the Board of Commissioners on the same Payment of Accounts Payable with Board Preauthorization report for review.
6. Once authorized, the Treasurer issues payment and posts the statement journal entry in MUNIS.

B. Discrepancies

1. The cardholder must report any discrepancies to the vendor immediately and try to resolve the issue(s) in question.
2. Any pending credits due or other information to identify and track discrepancies shall be noted by the cardholder(s) or departmental p-card allocator within the p-card statement transaction detail in Munis.
3. The Program Administrator will assist with fraud or dispute claim(s) and provide final disposition to the outcome of the claim or new p-card issuance.

VI. Reporting Lost or Stolen Procurement Cards

If a p-card is lost or stolen, the Program Administrator must be notified upon discovery or as soon as practicable (within one (1) business day).

The cardholder or departmental p-card allocator is responsible to review and provide detailed descriptions, necessary documentation and appropriate allocations (i.e. ORG OBJ, project string, if applicable) for statement transactions of the deactivated p-card as well as the statement transactions for the new p-card.

VII. Misuse of the Card by the Cardholder

1. Whenever a p-card is misused or the policies and procedures are violated, the Department Director or Elected Official will work with the Human Resources Department to determine the appropriate disciplinary action, up to and including termination.
2. In the event of misuse of the cardholder, the Department Director or Elected Official along with the Human Resources Department will work together in determining the appropriate next action. The Department Director or Elected Official will inform the

County Administrator and/or Deputy County Administrator/Financial Officer if the p-card should be deactivated.

3. The County Administrator or Deputy County Administrator/Financial Officer may unilaterally suspend or cancel a p-card if the Livingston County Procurement and Procurement Card policies and procedures are not followed.

VIII. Termination of the Cardholder/Procurement Card

1. The Department Director or Elected Official may request to deactivate, suspend or cancel a p-card at any time by notifying the Program Administrator in writing (i.e. e-mail).
2. The Program Administrator will immediately deactivate the p-card and notify Human Resources and the Deputy County Administrator / Financial Officer, as well.

Attachment A – Links to Procurement Policy, Procurement Procedures and Procurement Card Policy

Procurement Policy:

<https://www.livgov.com/administration/Pages/policies.aspx>

Procurement Procedures:

https://www.livgov.com/administration/Documents/Policies/Procurement_Procedures_Manual%2007.2020.pdf

Procurement Card Policy:

<https://www.livgov.com/administration/Pages/policies.aspx>

Attachment B – P-Card Request Form

<S:\P-Card - Bank of America\PCARD Policy Forms\PCARD REQUEST FORMS\P-card Request Form.pdf>



Livingston County Procurement Card Request Form

Please select the below to describe the Procurement Card (P-Card) request type:

- 1. An Employee **OR** Multi-User Departmental Card
- 2. New Card **OR** Replacement Card

Authorized User/Contact Information (Name on Procurement Card):

First Name OR Department Name Middle Initial Last Name

Department Name Department Phone Number

Department Mailing Address

Employee Signature* Employee Name (Printed)

****Employee Signature indicates the above information is accurate; the employee read and understands the Procurement and Procurement Card policies and procedures.***

Department Director/ Elected Official: Please complete the section below.

Single Purchase Limit: \$ _____ Monthly Limit: \$ _____
(Not to exceed: \$3,000.00)

Department Director / Elected Official Signature

Print Name Date: _____

Deputy County Administrator/Financial Officer: Please complete the section below.

Deputy County Administrator/ Financial Officer Signature

Print Name Date: _____

Internal Office Use Only:

Activation Code LAST 4 DIGITS of the Card Date Card Returned

Notes / Comments:

Attachment C – Cardholder Certification

<S:\P-Card - Bank of America\PCARD Policy Forms\PCARD CERTIFICATION Form\Cardholder Certification.pdf>



Livingston County Procurement Cardholder Certification

To certify your understanding and agreement, please select the check box or initial items 1-6.

1. I acknowledge receipt of the Livingston County (County) Procurement and Procurement Card (p-card) policies and procedures.

Item 1 Certification

2. I understand the County issued p-card is authorized for County business purposes only with prior authorization from my Supervisor and in compliance with County policies.

Item 2 Certification

3. I understand Livingston County is exempt from Sales Tax and I will take appropriate measures to make sure the County is not charged Sales Tax.

Item 3 Certification

4. I understand I am required to provide necessary documentation for any activity on the p-card (i.e. itemized receipt or invoice for detailed descriptions with business purpose and provide proof of delivery).

Item 4 Certification

5. I understand I am responsible for the safekeeping of the p-card issued to me. If the p-card is lost or stolen, I must report this to the Program Administrator upon discovery or as soon as practicable.

Item 5 Certification

6. In the event of termination of my employment or transfer to a new position within the County, I understand I need to return the p-card to the Program Administrator.

Item 6 Certification

I certify I have read, understand and agree to adhere to the Procurement and Procurement Card policies and procedures.

Signature

Attachment D – Link to Accounts Payable User Manual

<https://www.livgov.com/administration/Documents/Policies/Accounts-Payable-Users-Manual-3-2016.pdf>