

# LIVINGSTON COUNTY PROCUREMENT CARD POLICY

LIVINGSTON COUNTY, MICHIGAN

RESOLUTION # 2020-12-284	APPROVED: 12.14.20	EFFECTIVE: 12.14.20
RESOLUTION #2013-09-279	APPROVED: 9.16.13	EFFECTIVE: 9.16.13
RESOLUTION #404-100	APPROVED: 4.5.04	EFFECTIVE: 5.3.04

## I. Statutory Reference

This policy complies with Public Act 1995, No. 266, effective July 8, 1996, and to authorize and regulate procurement cards here in after referred to as P-Cards, P-Card transactions on behalf of Livingston County Elected Officials, Directors and employees.

## II. Application of Policy

The purpose of this policy is to establish a uniform procurement card process for County issued credit cards (P-Card) for Livingston County Elected Officials, Department Directors and employees.

## III. Authorization and Responsibility

- A. The County Board of Commissioners authorizes the County Administrator, or Deputy County Administrator/ Financial Officer as the parties responsible for the oversight and administration of Livingston County's P-Card Program and to effectuate the creation or change of any procedure(s), as necessary.
- B. A system of internal controls has been established to monitor the use of P-Cards issued by Livingston County as detailed in the Procurement Card Procedures.
- C. The total combined authorized credit limit of all P-Cards issued by Livingston County shall not exceed five percent (5%) of the total budget for the current fiscal period.
- D. A department may not expend funds in excess of authorized departmental budget.
- E. An employee issued a P-Card is responsible for its protection and custody. In the event the P-Card is lost or stolen, the cardholder shall notify the designated P-Card Administrator within one (1) business day or twenty-four hours (24 hours) upon discovery of missing P-Card.
- F. A P-Card may only be used by an authorized officer or employee of Livingston County for the purchase of goods and/or services for the official business of Livingston County. P-Card purchases shall be made in accordance with and shall not supersede any approved policies (e.g. the Procurement Policy, the Employee Business Expense Policy, the Budget Policy, and/or the Human Resources Policy).
- G. P-Cards shall not be used for:
  - personal use and non-business activity,
  - daily meals,
  - cash advances, ATM Transactions;
  - gift cards;

- splitting purchases to circumvent the purchase limits on a card, budget limits or to avoid competitive bidding limits or purchasing authority limits
- other purchases not permitted under County or Departmental Policies and Procedures or for which the employee is not authorized.

#### **IV. P-Card Provisions**

- A. Any employee or Elected Official requesting a County issued P-Card are required to sign a cardholder's certification of policy compliance.
- B. An officer or employee issued a credit card shall immediately return the P-Card to the Fiscal Services Department upon the termination of his/her employment or upon transfer to a new position within Livingston County.
- C. The employee using a P-Card must notify the vendor or merchant that the P-Card transaction should be tax exempt for goods or services purchased in the State of Michigan. An approved letter from Livingston County Administration will be provided to the vendor, upon request.
- D. The balance including interest due on an extension of credit under the P-Card arrangement shall be paid within not more than 60 days of the initial statement date.
- E. Any inappropriate or misuse of P-Cards issued by Livingston County may be subject to disciplinary action up to and including termination and/or penalties authorized by law for the unauthorized use of a P-Card by employee.

#### **V. Policy Review**

- A. This policy shall be reviewed annually by the County Administrator or designee.



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