



GUILFORD COUNTY
PROCUREMENT CARD PROGRAM
POLICY AND PROCEDURES MANUAL

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Guilford County Procurement Card Program Policy and Procedures Manual

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I. *GENERAL INFORMATION – INTRODUCTION*

The Procurement Card Program simplifies and expedites the payment process for low dollar goods or services. This process benefits the user by reducing the time and steps necessary to complete a transaction. The **success** of the program depends on the participation and cooperation of every employee involved in the program.

Card transactions are captured through the issuing bank's procurement card software. Cardholders, Approvers, and Department Directors review transactions, verify receipts and approve transactions.

The Procurement Card is not to be used to circumvent any of the County's existing policies. Please be sure to read and follow the program guidelines as specified within this manual.

II. *ROLES AND RESPONSIBILITIES*

Cardholder:

The **Cardholder** is solely and personally responsible for all activity and safeguarding of the card. The Cardholder may make purchases on behalf of others within the department, but the Cardholder will ultimately be held personally liable and accountable for all transactions associated with their card.

The Cardholder is required to:

- Ensure the Procurement Card is used for legitimate business purposes only.
- Ensure Guilford County Purchasing Manual Guidelines are followed.
- Adhere to the County Procurement Card Procedures and Policies for reconciliation.
- Ensure that MWBE business are provided a fair opportunity to participate in purchases.
- Review transactions and reconcile within the P-Card systems as directed, assigning accounting codes for line items and taxes as necessary.
- Retain receipts and charge slips for audit by internal and/or external auditors.
- Print and review the cardholder monthly transaction report. Compare transactions on the report and in the issuing bank's software with transaction records, sign off and submit documents to their Department Director or Approver for approval and signature.

Proxy:

The Department Director/Manager will assign a Proxy to “**act on behalf of**” a **Cardholder** who does not have access to a computer to reconcile transactions in the program software. The Proxy will allocate transactions, print cardholder monthly transaction reports, gather and review receipts with the same responsibilities as the Cardholder. Please see Cardholder responsibilities. The Proxy should be the cardholder's immediate supervisor or a designee approved by the Department Director. The Proxy must have knowledge of the Cardholder's transactions and the materials and

supplies purchased with the card. The Proxy cannot be the Approver for the same Cardholder.

Approver:

The Department Director/Manager will assign a department Approver who will be responsible for accounting for the transactions in the issuing bank's software application and is the primary contact for Department questions concerning the Procurement Card.

The Approver is required to:

- Be familiar with the Procurement Card Policy and Procedures.
- Review transactions and approve within the issuing bank's software application, adjusting accounting codes as necessary.
- Retains copies of receipts and charge slips for audit by internal and/or external auditors.
- Work with Cardholder to resolve disputes or billing errors.
- Approves and signs off on the cardholder's monthly transaction report and receipts to the Finance Department for payment.
- The Approver is **required** to advise Purchasing and Finance of any irregularities, suspicious transactions or policy violations.

Department Director/Manager:

The **Department Director/Manager** is responsible for submitting requests for new cards, changes to limits, and cancellations to the Purchasing Director/Procurement Card Administrator. The Director/Manager is also responsible for ensuring each employee receives the proper training and reference materials necessary to use the procurement card. The Director/Manager oversees the Department Approver and is ultimately held personally accountable for the cards under their supervision. The Department Director/Manager will assign the task to Department Approver to review and reconcile each transaction for their department, and signing paper or electronic statements on a monthly basis. The Director/Manager's or Approver's signature attests that they are knowledgeable of all the transaction(s) and it was for legitimate County business. The Director/Manager shall request and review all account cardholder information periodically.

Purchasing Director / Procurement Card Administrator:

The Purchasing Department Director/Procurement Card Administrator will be responsible for the day-to-day responsibilities of the Procurement Card Program to include:

- Act as the Guilford County liaison with the issuing bank.
- Set-up and maintain cardholder accounts, to include Enrollment Forms, Maintenance Request Forms and Employee User Agreement forms.
- Develop, maintain and enforce Purchasing Policy and Procedures.

Finance Director/ Finance Officer:

The Finance Director/ Finance Officer will be responsible for insuring compliance with the Electronic Payment Transactions Policy which will exempt the county from requiring pre-audits on individual Procurement Card transactions. The duties will include:

- Performing the analysis to insure each department has sufficient encumbrances to meet its Procurement Card obligations.
- Confirm that all funds to be obligated are authorized under the County's adopted budget ordinance.
- Encumbrances are recorded in the accounting system to pay for current obligations.
- Confirm that funds remain in the departments appropriation for obligations to be paid.
- Confirm that procedures for authorizing payment for each claim have been properly followed before payments are made.
- Provide for training of all cardholder and proxies at the time of card issuance, on demand, or in periodic event to insure users have adequate knowledge consistent with their delegated authority.
- Set accounting practice to insure Procurement Card transactions are properly recorded in the system of original record and included in periodic public reporting.

III. *PROCUREMENT CARD ISSUANCE*

Requesting A Card

The Department Director/Manager submits an Enrollment Request (Attachment A) to the Purchasing Director/Procurement Card Administrator for processing.

The candidate will be issued a copy of the Policy and Procedures Manual, P-Card Monthly Guidelines and is also required to complete an Employee User Agreement Form (Attachment C) signed by the Department Director/Manager. With this signature, the Department Director/Manager authorizes the Cardholder to make purchases within the delegation for the department.

Approved request forms will be forwarded to the Procurement Card Administrator for final processing. The Procurement Card Administrator will contact the new cardholder to schedule training and issuance of the procurement card.

The cardholder must attend a mandatory training class **prior** to receiving their card. Additionally, Approvers and Proxies will be required to attend a mandatory training class prior to serving in their respective capacity. Cards will not be issued to cardholders until the Cardholder, Approver or Proxy have attended the required training.

The approved Cardholder, Approver or Proxy will be issued a copy of this policy manual and will be required to sign an agreement acknowledging and agreeing to all policies, procedures and responsibilities for their specific role.

IV. *PROCUREMENT CARD USE*

The Departments may set up any internal process of checks and balances in addition to the items listed in these procedures, provided the process has been reviewed and approved by the Purchasing Director/Procurement Card Administrator.

Purchasing procedures permit the purchase of goods or services if their value is within the limits set for the cardholder. The Guilford County Purchasing Manual directs purchasers to seek competition and proceed with the lowest prices within the parameters of quality and delivery of any goods and/or services.

Please contact the Purchasing Department if you have questions about a particular good, service or vendor.

Making a Purchase

The procurement card is simply a corporate Visa® card issued to the County and is used like a personal credit card with a few exceptions. The card can be used at most merchants that accept Visa® credit cards.

- Purchases may be made from a cardholder's merchant of choice. In some cases, merchants will not be able to offer the same price as available in the traditional purchase order process.
 - Remember to consider opportunities to support MWBE merchants.
 - We recommend that the cardholder be aware of this cost difference but consider savings and efficiencies by avoiding the traditional requisition to check or PO as well as the procurement card rebate when making purchasing card decisions.
- The Cardholder is the only individual authorized to make purchases using the Procurement Card.
- The Procurement Card does not supersede any established State or County Purchasing and Contract rules. The Purchasing Department may assist, if needed, with local Contract Items.
- When a purchase is made, the Cardholder must obtain an itemized receipt. The Cardholder is responsible for ensuring that the vendor lists the quantity and fully describes the item(s) being purchased. If item numbers are used and there is no description, the employee should write in the type of item purchased on the receipt.
- Purchases that are phoned in must have an itemized detail receipt included with the items being shipped. A Packing List (without charges) will not suffice. Please request the vendor to provide you with an itemized invoice.

- To acquire goods over the Internet, the cardholder must obtain an electronic confirmation from the vendor and print the screen. This must be submitted to the Department Director/Manager and Department Approver along with the packing slip/receipt (if available) for processing. It is the responsibility of the cardholder to confirm that the online purchase is being completed on a safe and secure site.
- If using the Procurement Card for catering, this may be an authorized use but only when the Food Authorization Policy has been followed.
- Failure to obtain purchasing receipts as detailed above will result in the Cardholder being held responsible for the entire payment of the undocumented purchase.

Travel Accommodations and Meals

The P-Card is not to be used for meal costs during travel. A Travel Request for funds to cover meals that are not included in conference fees (at pricing allowed in the Travel Policy), may be submitted by the traveling employee in advance, according to the county Travel Policy. All Travel Policy requirements and restrictions apply. Please see the Travel Portal for complete Travel Policy information.

Diversity Program

Each cardholder should to the extent practicable, consider MWBE firms and Suppliers, who are registered with Guilford County, for the required materials, equipment, supplies or apparatus. To search for these Suppliers, go to: [INTERNET LOCATION TO BE PROVIDED](#) or contact the Purchasing Department for assistance.

Card Limitations and Restrictions

Individual procurement cards have built in limitations, which include Single Transaction Limit, Cycle Credit Limit, and Merchant Category Code blocking. These limitations are designed to limit risk and exposure to misuse. MCC blocks are in place to restrict purchases from merchants that sell commodities or services that shouldn't be purchased via procurement cards. Restaurants, ABC stores, etc. are examples of blocked merchants.

Please remember the card is a privilege not a right and ALL Purchasing Policies and Rules also apply to the Purchasing Card.

The Procurement Card **SHOULD BE USED FOR THE FOLLOWING:**

- Advertising
- Catering
- Professional Licenses (in line with job duties)
- Memberships
- Shipping and Handling
- Postage
- Office Supplies
- Managed Print Services
- Commercial Airline and Railroad Services

- Rental Cars, Bus and Taxis, Airport Limousine, Shuttle Services
- Hotel Rooms
- Registrations
- Parking
- Bookstore Purchases – work related
- IT Equipment and accessories with prior approval from IT Director
- Emergency situations which require children clothing, personal items, food as authorized
- Emergency shelter where aging Wards require hotel accommodations as authorized

V. *RECONCILIATION PROCEDURES*

The reconciliation and review process is critical to ensure public trust in the procurement card program. To maintain a high level of confidence, the policy requires multiple levels of review and documentation. Employees with various roles in the process are individually and collectively valuable to the integrity, success and longevity of the program.

The reconciliation process ensures that transactions are:

- Compliant with the procurement card and County policies
- For an appropriate business use or purpose
- Evaluated and allocated to the appropriate accounting unit and account
- Supported by adequate documentation and support (receipts, justification, food and/or travel authorization, etc.)

The county uses the issuing bank’s comprehensive software program to manage the procurement card program. The program provides card maintenance, monitoring and the electronic approval of transactions. The software allows the Cardholder and Approver to review and approve transactions during the monthly billing cycle, charge transactions to single or multiple account numbers, run monthly reports, create comments for transactions, and other useful tools.

Specific responsibilities, documentation, and reference guides will be provided for the cardholder, proxy and approver in the mandatory training sessions.

Responsibility Rules

- A Cardholder cannot be a Proxy for his or her card
- A Cardholder can be a Proxy or Approver for another card
- A Cardholder cannot be his or her own Approver
- An employee cannot be an Approver and Proxy for the same card

VI. *UNAUTHORIZED USE*

The Procurement card is ONLY used for legitimate county business. The Cardholder is subject to disciplinary action in accordance with Guilford County Procurement Card

Policies and Procedures including and up to termination for cause for any of the following reasons:

- The Procurement Card is used for personal or unauthorized purposes.
- The Procurement Card is used for, but not limited to, cash advances, alcoholic beverages, firearms and ammunition (except by Law Enforcement), massage parlors, adult entertainment, movie theatres, car washes, tobacco products or any substance, material or service which violates policy, law, or regulation pertaining to Guilford County.
- The Cardholder allows the Procurement card to be used by another individual.
- The Cardholder does not secure the card number.
- The Cardholder splits a purchase to circumvent the single transaction limit.
- The Cardholder uses another Cardholder's card to circumvent the single transaction limit assigned to the card.
- The Cardholder fails to reconcile their transactions by the designated due date.
- The Cardholder fails to provide Department Director/Manager or Department Approver with their required receipts.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder uses their Procurement Card for any of the following transactions:
 - Personal purchases
 - Meals or tips when traveling on County business – these costs are reimbursed through per diem
 - Vehicle fuel
 - Services/commodities covered under an existing and legally executed contract(s)
 - Gift cards, money orders, wire transfers, package stores and entertainment expenses
 - Consulting fees and services
 - Legal fees/services
 - Cash Advances
 - Gifts receipts cannot be obtained with the Procurement Card
 - Charitable Contributions
 - Moving Expenses
 - Flight Personal Liability Insurance
 - Tours, Entertainment, or other social activities

VII. *POLICY AND PROCEDURE VIOLATIONS*

The Procurement Card Program is highly visible internally and externally. Therefore, it is important to strictly follow the policies and procedures outlined to ensure compliance and public trust. Finance staff will record violations and notify department heads or their designees and the Purchasing Director of repetitive and or serious policy violations. The Purchasing Director and Finance Director shall provide concurring approval regarding disciplinary actions related to violations.

The violations listed below have been specifically identified as serious and may have specific consequences including disciplinary action up to and including termination.

Reported Infractions

- Cardholders who are late coding, signing off and approving transactions or uploading the required documentation to the issuing bank's software application.
- Personal purchases or using card for personal identification.
- Authorizing merchants to store card number for future purchases.
- Purchases for food or entertainment activities without prior approval.
- Purchases for travel expenses, gasoline, cash advances and gift cards.
- Any purchase that would violate state law, procurement card policy or any other County policy.
- Any purchase that would be an inappropriate use of County funds.

Suspension

- A cardholder who makes an unauthorized purchase or carelessly uses the procurement card will be liable to the County for the total dollar amount of such purchases. Card privileges will be suspended for a minimum of (30) days pending further investigation.
- A single transaction split to into multiple transactions to intentionally avoid or circumvent the cardholder's STL will result in a (30) day minimum suspension of card privileges.
- A single transaction split between two or more cards or multiple days to intentionally avoid or circumvent the STL and/or MCL will result in a (30) day minimum suspension of card privileges.
- A cardholder who allows his or her card or card information to be used by another employee will have their card suspended until further review.
- Cardholders who repeatedly do not include required documentation will have card privileges suspended a minimum of (30) days pending further review.
- Cardholders, reconcilers or proxies who fail to submit or are late reconciling transactions twice in a six-month period will be subject to a (30) day card suspension.

Revocation

- A cardholder found guilty of making a fraudulent purchase may be dismissed and subject to legal action.
- If a cardholder's card is suspended more than twice in a three-year period, the employee's card will be permanently revoked.

VIII. SPECIAL SITUATIONS

Disputed Transactions

A cardholder may have a need to dispute a particular transaction. It is the responsibility of the cardholder to resolve the dispute with the merchant. If the cardholder is unable to resolve the dispute, the cardholder should contact the Purchasing Director before disputing

the charge in the issuing bank's software application. **Important:** Transactions disputed in the issuing bank's software application trigger an automatic and electronic process by the bank to request a credit memo from the merchant. This automatic process is not always the most efficient or effective method for resolving a dispute. As a result, cardholders should have approval from the PCA prior to disputing a transaction in the bank's software application.

Transactions that may require disputing:

- Items received were damaged or defective
- Duplicate shipments
- Price discrepancies
- Items returned for credit
- Unfamiliar charges

Note: Cardholder should submit a copy of the receipt for the disputed transaction with the monthly statement. The receipt should be marked "Disputed" and also contain an explanation for the dispute. The transaction should be highlighted or circled on the statement and marked "Disputed". The original receipt and explanation should be attached to the statement in which the dispute is resolved.

Merchandise Returns

Return policies differ greatly by merchant. It is important to verify that your return meets the merchant's requirements. A cardholder should never agree to pay a restocking fee when damaged, defective or a duplicate shipment of goods were received or when the return is initiated or caused by the merchant.

If the original receipt is needed to make a return and has already been submitted to Finance, the cardholder may request the receipt and Finance will retain a copy.

If the return is not made in person, the supplier may give a "Return Material Authorization" (RMA) number. It is important to note the person authorizing the return. The item(s) to be returned should be repacked in the original manufacturer's carton or per the merchant's instructions.

The Cardholder is responsible for obtaining a credit memo from the merchant. The credit memo must be submitted with the monthly statement. If the credit does not appear within thirty days of the purchase, the cardholder or proxy must notify the Procurement Card Administrator to assist or provide guidance in resolving the problem.

IX. *CARD SECURITY*

Safeguarding Card

- The Cardholder is charged with the responsibility of safeguarding his/her procurement card to the same degree as their personal credit cards.
- The Cardholder must not allow anyone to use his/her card or share card information with employees and others.
- Do not advise merchants to store your card number and information.
- Fraudulent and/or unknown charges shall be reported to the Purchasing Director and Finance Director immediately.
- Inactive or expired cards must be returned to the PCA, who will record their destruction with a witness.

Lost or Stolen Card

If you assume or know that your card is lost or stolen, you should immediately:

- Notify the bank customer service center at the following number: 1-800-822-5985. Representatives are available 24 hours a day. Advise the representative that the call is regarding a Visa® Procurement Card. Cardholder's should keep the customer service phone number in a safe place separate from the card for quick reference in the case of a lost card.
- Immediately notify the Finance Director and Purchasing Director. The Procurement Card Administrator will confirm that the card has been blocked and initiate a replacement card.

The replacement card will be issued to the Cardholder usually within 4 – 5 business days. If the original card is later found by the Cardholder after being reported lost, it shall be destroyed in accordance with policy card destruction requirements.

Cardholder Department Transfers

Prior to a transfer to another department or division, the cardholder's new Department Director or Designee shall submit a Purchasing Card Maintenance Request Form (Attachment C) to continue usage of their procurement card. If approved, the cardholder's new contact information will be updated in the issuing bank's software. Cardholder transfer approval cannot be delegated to a departmental designee.

If the card is no longer needed, the cardholder must surrender his/her procurement card to the PCA. The PCA should destroy the card with a witness and record the card cancellation. Any remaining transactions and receipts will be reviewed immediately for compliance and the Monthly Transaction Report and receipts will be forwarded to Finance for the cycle-end reconciliation.

Employee Terminations

The department director or their designee and proxy are responsible for obtaining a terminated employee's procurement card and providing it to the PCA. The PCA should immediately destroy and cancel the employee's procurement card. The Approver or Proxy will be responsible for the final reconciliation.

X. *DEFINITIONS*

- A. **Card Issuer** – The issuing bank's services include issuing Visa Procurement Cards (P-Cards) to Guilford County employees, providing electronic transaction authorizations, and billing Guilford County for all purchases made on the cards.
- B. **Procurement Card Administrator (PCA)** – The individual responsible for managing and enforcing the procurement card program under the direction of the Purchasing Director in concurrence with the Finance Department.
- C. **Finance** – Department responsible for ensuring payment to the bank within the grace period of the monthly statement. Finance will also have the responsibility to review transactions and submit a monthly summary of non-compliance issues.
- D. **Department Director or Designee** - Guilford County official, who must approve employee's request for a Procurement Card and submit an enrollment form to the Purchasing Director/Procurement Card Administrator. The Department Director/Manager's approval delegates transaction authority to the Cardholder.
- E. **Department Approver** - An employee designated at the discretion of the Department Director/Manager to be responsible for reviewing transactions of individual Cardholders to make sure the transactions are legitimate business expenses and are classified appropriately. They will be responsible for verifying that the appropriate general ledger codes are applied to transaction(s) of individual Cardholders to ensure the transactions are legitimate business expenses and are classified appropriately, as dictated by the Department's internal controls.
- F. **Merchant Category Codes** – The Merchant Category Codes are selected by the merchant and are intended to identify the merchant's type of business. The Procurement Card Administrator has the ability to restrict or block usage of the procurement card for specific MCC's charges.
- G. **Cardholder/Reconciler** – An employee of Guilford County who is authorized and approved by their Department Director/Manager to use the Procurement Card to purchase transactions on behalf of the County. Cardholder is responsible for reviewing transactions, applying the appropriate general ledger code(s) and signing off on transactions in the issuing bank's software application. Once complete, cardholder is responsible for submitting a monthly cardholder transaction report along with receipts to Finance by the 10th of each month.

- H. **Merchant/Vendor/Supplier** – Any company that sells materials, supplies, equipment, etc. and accepts Visa® credit cards as a form of payment.
- I. **Billing Cycle** – Approximately one (1) month, ending on the last day of the month.
- J. **Minority and Women’s Business Enterprises** – The mission of the County’s MWBE program is to promote equality of economic opportunities for Minority and Women’s Business Enterprise and to eliminate barriers. This is also referred to by the State as Historically Underutilized Businesses (HUB). Cardholders should consider MWBE firms for procurement card purchases. The Purchasing Department Diversity Coordinator is available to assist cardholders with identifying MWBE firms by commodity codes.
- K. **Single Purchase Limit** – The single transaction limit is the maximum amount that can be charged in a single transaction and includes taxes, shipping and other fees.

The standard STL is \$500.00. Department heads or designee may submit a request to the Purchasing Director or PCA to permanently increase the STL, which will be processed by the PCA. The request must include justification for the increase.

On behalf of their employees, a Department Director or their Designee may request a temporary increase for a single purchase over the STL.

- L. **Monthly Cycle Limit (MCL)** – The monthly cycle limit is the maximum amount that can be charged per cycle. The county standard threshold is \$5,000.00. Department heads or designees may submit a request to the Purchasing Director or PCA to permanently increase the MCL. The request must include justification for the increase.
- M. **Transaction** – A transaction is made when an item or service is purchased using a procurement card.
- N. **Cardholder Monthly Transaction Report** – The cardholder monthly transaction report contains the cardholder’s monthly transactions. The report is printed by the Cardholder/Reconciler and submitted with receipts to Finance after completing coding, sign off and approvals in the issuing bank’s software application.
- O. **Proxy** – A county employee who has been assigned the responsibility of acting on behalf of a cardholder who does not have access to a computer to reconcile transactions in the issuing bank’s software application by allocating transactions, printing cardholder monthly transaction reports, gathering receipts and submitting to Finance by the 10th of the month.

XI. *FORMS*

ATTACHMENT A – Procurement Card Enrollment Request

This form must be used when a Department Director/Manager is submitting a request for a card to be issued to a new cardholder. The form collects information required to establish an individual's account within the program. The form is then forwarded to the Purchasing Director/Procurement Card Administrator for processing.

ATTACHMENT B – Procurement Card Maintenance Request

This form must be used when a Department Director/Manager is submitting a request for changes to an existing account or cardholder, i.e., changes to name, address or phone number, transaction changes, default coding or closing an account. The form is then forwarded to the Purchasing Director/Procurement Card Administrator for processing. Once changes have been made, the Department Director/Manager will be notified.

ATTACHMENT C – Employee User Agreement

This form, when signed and dated by the employee includes the employee's agreement to abide by the Guilford County Policies and Procedures pertaining to the Procurement Card. This form is required to be signed before a card is issued to an employee. The employee will be personally responsible for any financial liability incurred due to inappropriate or unauthorized use of the Procurement Card in violation of County policy. Violation of the policy may result in disciplinary action up to and including termination.

REQUEST Attachment A

The attached form must be used when a Department Director/Manager is submitting a request for a Procurement Card to be issued to a new cardholder. The form collects information required to establish an individual's account within the program. The transaction limits (STL) and monthly limits (CL) and will be determined by the Department Director/Manager. Only forms with an authorized signature will be considered or processed.

PROCESS:

The Department Director/Manager submits the request to the Purchasing Director/Procurement Card Administrator for processing.

The proposed cardholder is issued a copy of the Policy and Procedures Manual and is **required** to complete and sign an Employee User Agreement Form. This agreement must also be signed by the Department Director/Manager. With this signature, the Department Director/Manager authorizes the cardholder to make purchases within the delegation for the department.

The Department Director/Manager shall forward to Finance Department all records of credit card requests, billing statements with backup documentation, cardholder transfers, etc. for storage.



ENROLLMENT REQUEST

**GUILFORD COUNTY PURCHASING
PURCHASING CARD ENROLLMENT REQUEST
Attachment A**

CARDHOLDER INFORMATION

Request Date: _____

Cardholder Name _____ (First, Middle, Last)

Cardholder County ID: _____ Cardholder County Email Address: _____

Office Mailing Address: _____

City/State: _____ Zip Code: _____ Office Phone Number: _____

Department/Division: _____ Job Title: _____

BANKCARD INFORMATION

Single Transaction Limit: _____ Monthly Credit Limit: _____

Allow Travel Expenses: _____ Food Purchase _____ Alcohol (for Parks) _____ (Check is yes)

APPROVALS

Cardholder's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

Purchasing Director's Signature: _____ Date: _____

ASSIGNMENT (completed in Purchasing)

Assigned Verification ID: _____

Assigned Card Number: _____ Expiration Date: _____

FORWARD COMPLETED FORM TO PURCHASING

CARD MAINTENANCE

PROCUREMENT CARD MAINTENANCE REQUEST Attachment B

The attached form must be used when a Department Director/Manager is submitting a request for changes to an existing account or cardholder, such as: name, address or phone number change, single transaction limit (STL), monthly credit limit (CL), merchant category codes (MCC), closing an account, etc.

PROCESS:

The Department Director/Manager submits the request to the Purchasing Director/Procurement Card Administrator for processing.

The Purchasing Director/Procurement Card Administrator will process and advise Department Director/Manager when the request has been completed.

The Department Director/Manager shall maintain all records of changes to STL, CL, MCC, closed accounts, etc.

Requests for increased limits must be approved by the Department Director and sent to the Procurement Card Administrator and/or Procurement Card Coordinator for final approval.



GUILFORD COUNTY PURCHASING
PURCHASING CARD MAINTENANCE REQUEST
Attachment B

CARDHOLDER INFORMATION: _____ **DATE OF REQUEST:** _____

Cardholder's Name: _____

Card ID (last 4 digits of card number): _____

REQUESTED MAINTENANCE TO ACCOUNT:

- Name/Address/Phone # Change
Change Name: _____
Change Address to: _____
Change Phone # to: _____

- Add MCC Strategies: _____
- Remove MCC Strategies: _____
- Adjust Credit Line from: _____ to: _____
- Adjust Single Transaction Line from: _____ to: _____
- Change default account code from: _____ to: _____
- Replacement Card (specify reason): _____
- Close Account (specify reason): _____
- Change Card Status for Travel Expenses: _____

AUTHORIZED SIGNATURE:

Cardholder's Signature: _____ Date: _____

Department Manager Signature: _____ Date: _____

Comments: _____

Please forward completed form to:
Purchasing Department

EMPLOYEE AGREEMENT

EMPLOYEE USER AGREEMENT

Attachment C

The attached form, when signed and dated by the employee includes the employee's agreement to abide by Guilford County's Procurement Card Policies and Procedures pertaining to the Procurement Card. Violation of the policy may result in disciplinary action up to and including dismissal.

The attached form, when signed and dated by the Department Director/Manager includes the Director/Manager's agreement to monitor transactions and verify the employee abides by Procurement Card Policies and Procedures pertaining to the Procurement Card. Violation of the policy may result in disciplinary action up to and including dismissal.



GUILFORD COUNTY PURCHASING
EMPLOYEE USER AGREEMENT
Attachment C

I, (employee name) _____, hereby acknowledge receipt of a Guilford County Procurement Card (P-Card).

- I understand that I am being entrusted with property of Guilford County and will be making financial commitments on their behalf. I pledge to strive to obtain the best value for Guilford County by utilizing the *Guilford County Suppliers List* provided and maintained by the Guilford County Purchasing Department.
- I understand Guilford County is liable to the issuing bank for all charges made on the Procurement Card.
- If any inappropriate charges are made with a Guilford County Procurement Card, upon signing the Employee User Agreement, I am giving Finance the authority to deduct those inappropriate charges from my paycheck.
- If inappropriate charges are made by the entrusted card holder, I agree to relinquish the card, and face disciplinary action, up and including possible dismissal from my position with Guilford County.
- I agree to use the Procurement Card for approved purchases only and agree not to charge personal purchases. I understand that there will be audits of the monthly statements regarding the use of the Procurement Card; and, that appropriate action will be taken by Guilford County in the event of Procurement Card misuse.
- I will follow the established procedures for the use of the procurement card. Failure to do so may result in either revocation of my use of privileges and/or other disciplinary actions up to including possible dismissal, in accordance with disciplinary policies of Guilford County.
- I have been given a copy of the Guilford County Procurement Card Policy and Procedures Manual and fully understand the requirements for procurement card use.
- I agree to relinquish the procurement card to the Purchasing Director/Procurement Card Administrator or my supervisor immediately upon request. I also agree to relinquish the procurement card upon termination of employment (including retirement).
- If the card is lost or stolen, I agree to immediately notify the Guilford County Purchasing Department Director/Procurement Card Administrator or the issuing bank.

As the holder of a Guilford County Procurement Card, I agree to comply with all the terms and conditions listed above regarding my use of the procurement card.

Employee Signature Date

Department Director/Manager Location

Purchasing Director/Procurement Card Administrator Signature Date