



Agenda Item

File #: 21-1268

Requested Agenda Date:

1/25/2022

Requested Agenda Title:

Revised Countywide Policy 7035: Purchasing Cards Authorization and Use

Requested Agenda Item Description:

Countywide Policy 7035 has been out of date since June 2020 after the implementation of the new platform which transactions are managed, Pcard Place. The policy revisions were made by a 15 member Purchasing Card Advisory Board over the past year, meeting twice a month for 2 hours at a time. The draft has been circulated to all county agencies and the fiscal community for feedback.

Highlighted changes include:

- Language revised to be more clear, consistent and user-friendly for new employees.
- Policy incorporates division-level decisions for the use and management of their purchasing card program internally.
- New expectation for cardholders to attend a refresher training every other year. Cardholder agreements will be signed annually
- Added quote requirement for purchases over \$5,000
- Enhanced security/clarity offered on the use of Pcards
 - Safeguarding
 - Merchant fees
 - Refunds/credits from vendors
 - Third party payment processor guidance
 - Alignment with Vehicle Policy 1350
 - Business-Related Alcohol purchases
 - Delivery Address
 - Capital Purchases

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- Provides clarity on documentation requirements
- Compliance Review
 - Offers direction on transaction review for the cardholder agency, Contracts & Procurement, Auditor's Office and Mayor's Finance
- Incorporates "Designee" language for agency Elected offices, Division/Department Directors, Fiscal Managers

Requested Action: Discussion - Vote Needed

Presenter(s) (with titles): Angelina Linnett, Contracts and Procurement Operations Manager

Time Needed: 15 MINS

Is this Item Time-Sensitive and/or Requesting a Time-Certain? No

Requesting Staff Member: Ina Landry, Administrative Services Department Assistant

Are Supporting Documents Needed for this Agenda Item Request? Yes