Legislation Text

File #: 21-1268, **Version:** 1

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Countywide Policy 7035 has been out of date since June 2020 after the implementation of the new platform which transactions are managed, Pcard Place.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

    o Safeguarding

    o Merchant fees

    o Refunds/credits from vendors

    o Third party payment processor guidance

    o Alignment with Vehicle Policy 1350

    o Business-Related Alcohol purchases

    o Delivery Address

    o Capital Purchases

- 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