

GRANT COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION NO. R-15-03

A RESOLUTION ADOPTING A PURCHASING CARD PROGRAM

WHEREAS, the Board of County Commissioners met in a regularly scheduled meeting on Thursday, January 8, 2015 at 9:00 a.m. in the Grant County Administration Center, 1400 Hwy 180 E, Silver City, New Mexico; and,

WHEREAS, NMSA 1978, Section 4-38-13 provides that a Board of County Commissioners shall have power at any session to make such orders concerning the property belonging to the County as they may deem expedient; and,

WHEREAS, proper purchasing card use by Grant County employees conducting County business is essential for the efficient operation of County government, for the protection of County property and for maintaining a safe and healthy work environment; and,

WHEREAS, this Resolution hereby repeals all other Grant County Resolutions and/or Policies relating to the Purchasing Card Program.

APPROVED, ADOPTED AND PASSED on this 8th day of January, 2015.

GRANT COUNTY BOARD OF COMMISSIONERS

Brett Kasten
Brett Kasten, Chairman

Ron Hall
Ron Hall, Member

Gabriel Ramos
Gabriel Ramos, Member

Attest:

Robert Zamarripa
Robert Zamarripa, County Clerk

Amended Purchasing Card Policy

January 8, 2015

Introduction

Grant County has entered into an agreement with Wells Fargo Bank MasterCard Purchasing Card Program, which provides qualified employees with a procurement card, at County expense, to purchase selected goods for pickup or delivery on behalf of the County.

General Policy Guidelines

Before a procurement card is issued to a County employee, a properly completed Procurement Card Acceptance Statement must be submitted to the Procurement Card Administrator, Purchasing Department.

The procurement card is assigned to specific individuals by Grant County. Procurement cards will be issued with concurrence from the department head responsible for the individual requesting the procurement card, and the County Manager. The proper name of the individual will be embossed on the procurement card along with other vital Grant County information.

The cardholder is responsible for the card's safekeeping. It may not be transferred to, assigned to, or used by anyone other than the designated cardholder.

Wells Fargo or Grant County may, at any time, suspend or cancel the cardholder privileges for any reason and the cardholder will surrender the procurement card to his/her supervisor upon request. Use of the procurement card or account by the assigned individual, after notice of its cancellation, may be considered fraudulent and further action by the County may take place against the cardholder.

Department Head Responsibilities

It is the department head's responsibility to identify and approve cardholders, monitor the use of the procurement card, assist with the setting of transaction limits, provide up-to-date information to all departmental employees involved with the procurement card, and assign an individual, if required, to generate and retain accurate procurement card records.

The department head has the obligation and authority to question the business nature of the charges incurred by the cardholder and has the responsibility to call upon the Purchasing Department, as appropriate, to investigate potential improprieties.

Cardholder Responsibilities

The procurement card is valuable property which requires proper treatment by the cardholder to protect it from misuse by unauthorized parties. The cardholder is required to activate (as per instructions on card) and sign the procurement card immediately upon receipt.

When the current card has expired or when a new card is issued to the cardholder, it is cardholder's responsibility to destroy (cut the old card in pieces) and discard of it. If the cardholder's employment is terminated for any reason, the individual will give the card to his/her supervisor to destroy. The cardholder's supervisor must promptly notify the Procurement Card Administrator at 574-0003.

It is the cardholder's responsibility to obtain itemized transaction receipts from the vendor each time the procurement card is used. Individual transaction receipts shall be submitted daily to the appropriate departmental supervisor.

Each procurement card has a pre-set \$500 per transaction maximum spending limit which may be increased upon approval of County Manager.

Lost or Stolen Procurement Cards

Lost or stolen procurement cards shall be documented immediately and the following steps are to be followed:

1. The cardholder is to report the incident to immediate supervisor.
2. Either the cardholder or supervisor is to immediately contact Wells Fargo and the County's procurement card administrator at 574-0003.

Card Appropriateness

Failure to use the procurement card in accordance with Grant County policies may result in revocation of the card and may involve appropriate disciplinary action up to and including termination and prosecution.

If an employee uses a procurement card for personal purchases or any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the County's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the County via deductions from pay until the unauthorized amount is fully repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if a deduction for such amount would take the employee below minimum wage for the work week in question, the deductions will be made in two or more equal increments that will not take the employee's pay below minimum wage for any workweek involved.

In addition to financial responsibility and liability for wage deductions, any purchase an employee makes with a county procurement card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

Disciplinary action may be as follows:

- First violations will require that the cardholder be placed on a three-month probation period. The cardholder will be required to submit completed monthly log to the Program Administrator for three months.
- Second violations will require that the cardholder be placed on a 12-month probation period. The cardholder will be required to submit completed monthly log to the Program Administrator during this time period.
- Third violations will result in cancellation of all procurement card privileges. The cardholder's Procurement Card will be cancelled.

Grant County reserves the right to terminate/revoke a procurement card at any time.

Policy violations include, but are not limited to:

- Purchase of items in violation of the Grant County Travel Policy
- Failure to submit proper transaction documentation to the supervisor in the required time allocation
- Transferring assignment of the procurement card to another individual
- Repeatedly allowing sales tax to be charged when the purchases are tax exempt
- Failure to report a lost or stolen procurement card to the appropriate person immediately after discovered
- Failure to return the procurement card when reassigned, terminated, or upon request

The procurement card should not be used for the purchase of the following commodities:

- Carry-out food purchased from grocery stores (unless pre-approved by Procurement Officer)
- Moving Expenses
- Employee Gifts
- Donations and Contributions
- Products containing Hazardous Materials
- Fines and Penalties
- Computers and computer software unless approved by Information System Specialist and County Manager
- Construction materials unless pre-approved by the Public Works Director or Road Manager
- Construction tools unless preapproved by the Public Works Director or Road Manager
- Equipment and Capital Expenditures including Rentals/Leases unless prior approval by County Manager

Sales Tax

Grant County sales tax exemption number is displayed on the card. New Mexico sales tax exemption certificates, if needed, may be obtained by contacting the Procurement Officer at 574-0003.

It is the responsibility of the cardholder to make certain that sales tax is not charged to the card when appropriate. Vendors who repeatedly charge sales tax inappropriately will be eliminated from participation in the procurement card program.

Card users should bring sales tax issues to the attention of the Procurement Officer.

Code of Ethics

Each cardholder has been given the authority to purchase on behalf of the County. In doing so, we ask each cardholder to follow the Code of Ethics listed below:

1. Give first consideration to the objectives and policies of Grant County.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and county policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation, whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of Grant County permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.

SPECIAL INSTRUCTIONS FOR USE OF PROCUREMENT CARDS ON SPONSORED AND RESTRICTED ACCOUNTS

Purchases made by the procurement card and charged to sponsored or restricted budget accounts can be made for goods that will be used for the sole direct benefit of the sponsored award within

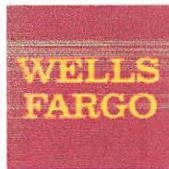
the approved budget period. The sponsored award purchases should closely relate to the items that are described in the proposal or award budget.

For unallowable expenditures for sponsored or restricted budget accounts, the default account provided on the card user's Wells Fargo Statement. The default account will be used to pay invoices for any items not allowed by the sponsor, invoices lacking adequate documentation, invoices not purchased within the budget period of the award, and invoices not processed within 10 days after the end date of the sponsored award.

If in doubt about the allowability of purchases on sponsored or restricted accounts, call Procurement Officer before making the purchases.

COUNTY OF GRANT

Wells Fargo Bank MasterCard Purchasing Card Program



Policy and Procedures Manual

AUGUST 1, 2005

Table of Contents

Introduction	2
General Guidelines	
- <i>Card Issuance</i>	3
- <i>Card Usage</i>	3
- <i>Limitations and Restrictions</i>	4
- <i>Lost or Stolen Cards</i>	4
Authorized Purchases	4
Reconcilement and Payment	
- <i>Receipt Retention/Record Log</i>	5
- <i>Reconcilement of Purchases</i>	5
- <i>Disputed or Fraudulent Charges</i>	5
Sales and Use Tax	6
Cardholder Responsibilities	7
Common Questions and Concerns	8
Appendices	
I - <i>Cardholder Application</i>	
II - <i>Cardholder Account Maintenance Form</i>	
III - <i>Sample Record Log</i>	
IV - <i>Dispute Form</i>	
V - <i>Declaration of Forgery or Unauthorized Use</i>	

Introduction

Welcome to the Wells Fargo Bank MasterCard Purchasing Card Program!

The purpose of the Purchasing Card Program is to streamline and simplify the requisitioning, purchasing and payment process for small dollar transactions. The Program is designed to shorten the approval process and reduce the paperwork of procurement procedures such as purchase orders, check requests and expense reimbursements. The goal of the Program is to:

- reduce the cost of processing small dollar purchases
- receive faster delivery of required merchandise
- simplify the payment process
- provide cardholders with empowerment to choose!

This reference guide will provide you with the particulars of the Program, including general guidelines, reconciliation and record keeping procedures, and customer service information. **It is important to read the following information carefully, as you will be responsible for adhering to the company-established policy and procedures.**

As with any new process, it is difficult to anticipate every question or issue that may arise. The pilot phase is intended to surface procedures, issues or hurdles that may be encountered in using the Card. The feedback will give us an opportunity to refine our policies and procedures.

If you have any additional questions, please contact your manager or your Purchasing Card Administrator:

Jacob Zamora	574-0003	jzamora@grantcountynm.com
Linda Vasquez	574-0019	lvasquez@grantcountynm.com
Charlene Webb	574-0008	cwebb@grantcountynm.com

General Guidelines

Card Issuance:

As a cardholder, you will be asked to complete a cardholder application form, which will then be signed by your Department Head and the Purchasing Card Administrator. By signing the application form, you agree to adhere to the guidelines established in this manual. Please refer to Appendix I for an example of the cardholder application. **Most importantly, you are the only person entitled to use the card and the card is not to be used for personal use.** As each purchasing card is linked to a specific cost center and individual employee, **the card cannot be transferred from one employee to another.**

Upon receipt of your MasterCard Purchasing Card, you will need to activate the account by calling the toll-free number printed on the card. For verification purposes, you will be asked to provide a piece of information, such as the last four digits of your Social Security Number. Although the card will be issued in your name, your personal credit history will not affect your ability to obtain a card. The County is responsible for payment of all purchases.

The Purchasing Card has been embossed with your name, the County's name, and the County's tax number.

You should keep the card safely secured and the account number safely guarded. You should treat the Purchasing Card with the same level of care as your personal credit cards.

Account Maintenance:

If there is a need to change any information regarding your account, such as mailing address or expense accounting code, please complete the Account Maintenance Form (see Appendix II) and forward to your Purchasing Card Administrator.

Card Usage:

The MasterCard Purchasing Card can be used at any merchant that accepts MasterCard, except as the County otherwise directs. It may be used for in-store purchases as well as phone, fax or mail orders. There is no special terminal or equipment needed by the MasterCard merchant to process a purchasing card transaction.

In order to comply with state procurement regulations, items ordered via mail, phone, or otherwise that are not shipped immediately should not be charged until they are shipped. To avoid charges for items on backorder, discuss the issue with the vendor or consider an alternate method of payment (purchase order, invoice, etc.).

When using the MasterCard Purchasing Card with merchants, please emphasize that an invoice must not be sent as this may result in a duplicate payment. For phone, fax and mail orders, please instruct the merchant to send a receipt only. **This receipt must be retained for your records** for account reconciliation.

Not all of your suppliers will accept MasterCard. However, as purchasing card programs become more and more popular, vendors will want to accommodate their customers by accepting MasterCard as a method of payment. **If you have a vendor who does not accept MasterCard, please contact your Purchasing Card Administrator.** Your administrator will work with Wells Fargo Bank to communicate our desire and the benefits of accepting MasterCard. Alternatively, you may advise the vendor to contact its local bank for details of becoming a MasterCard member. It will be to the County's benefit, and the success of the program, if as many suppliers as possible are MasterCard merchants.

Limitations and Restrictions:

You have been assigned a credit limit to your card. There also is a single transaction limit placed on your card, which means your card will be declined if you attempt to purchase more than this set amount at one time. ***Do not split a purchase to avoid the single transaction limit.*** If you believe the single transaction limit will inhibit optimum usage of the Program, please discuss this with your manager.

In addition to the single transaction limit, every cardholder has a total monthly dollar limit assigned to his/her account. As limitations vary by cardholder, please discuss the limit with your respective manager. If you believe your monthly limit to be insufficient for your requirements, and your manager agrees, your manager must contact the Purchasing Card Administrator to have your limit(s) increased.

Cardholders must remain aware of the Grant County Purchasing Policy and the requirements stated herein (see appendix VI).

The Wells Fargo Bank MasterCard Purchasing Card Program also allows for Merchant Category blocking. If a particular Merchant Category is blocked (e.g., jewelry stores), and you attempt to use your card at such

a merchant, your purchase will be declined. The County has made an effort to ensure that the vendors and suppliers used during the normal course of business are not restricted. If your card is refused at a merchant where you believe it should have been accepted, you should call your **Purchasing Card Administrator** during working hours or the **Wells Fargo Bank Customer Service at 800-932-0036** after hours to determine the reason for refusal. Depending on the result of your inquiry, you may want to discuss the issue further with your supervisor to modify the restrictions on your use of the Purchasing Card.

IMPORTANT: All requests for changes in limitations and restrictions must be made through your Department Head and the Purchasing Card Administrator. Wells Fargo Bank will change existing cardholder restrictions only after a written request is received from the Purchasing Card Administrator.

Lost or Stolen Cards:

You are responsible for the security of your card and any purchases made on your account. If you believe you have lost your card or that it has been stolen, immediately report this information to **Wells Fargo Bank Customer Service on 800-932-0036**. Immediately after reporting to Customer Service, you must inform your Purchasing Card Administrator. It is extremely important to act promptly in the event of a lost or stolen card to avoid county liability for fraudulent transactions.

As with a personal charge card, you will no longer be able to use the account number after notifying the bank. A new card will be issued within 48 hours of notice to Wells Fargo Bank.

Authorized Purchases

The Wells Fargo Bank MasterCard Purchasing Card Program is not intended to replace the travel procedures used by the County. It is intended for maintenance, repair, operating and other low value purchases needed during the course of business. These purchases may include:

- Office supplies and forms
- Books and subscriptions
- Computer supplies, e.g., software and diskettes
- Daytimers and calendars
- Professional membership dues
- Hardware and tools
- Spare parts
- Postage
- Conference registrations
- Miscellaneous items, e.g., videotapes
- Airline tickets

Unauthorized Purchases

- Items for personal use
- Capital outlay
- Leased equipment
- Vehicle fuel

As with any county purchase, the card is not to be used for any product, service or with any merchant considered being inappropriate for company funds.

Failure to comply with the above guidelines for authorized purchases under the Wells Fargo Bank MasterCard Purchasing Card Program may result in disciplinary action, cancellation of your card privileges, and possible termination of employment.

Reconcilement and Payment

Unlike personal credit cards, the Wells Fargo Bank MasterCard Purchasing Card Program is handled as County liability. The County is responsible for paying the Purchasing Card Program invoice(s) each month. You are not responsible for payment under your account.

Each month you will print out a "memo" statement, which will look similar to your personal credit card statements. The statement will reflect the transaction date, supplier/merchant name and the total amount of the purchase. The statement will be accessed through the internet. You can also access your account during the month to check your purchases and make sure that you have all the receipts to date. Please refer to your Cardholder Quick Reference Guide for details.

You are responsible for the following:

- retaining all receipts for items purchased under the Program
- ensuring all transactions posted are legitimate purchases made by yourself on behalf of the County

Receipt Retention/Record Log:

It is a requirement of the program that you keep all receipts for goods and services purchased. For orders placed via phone, fax or mail, **you must request a receipt which details merchandise price, sales/use tax, freight, etc., for all goods mailed/shipped.** (*Note: a merchant should not reject this request, as it is a MasterCard policy.*) It is extremely important to request and retain purchase receipts, as this is the only original documentation that shows whether sales tax has been paid. Please remember that Grant County is tax exempt on all tangible goods. Service and labor charges are taxable.

To assist you in retaining receipts and tracking sales/use tax, we have provided a Purchasing Card Record Log (see Appendix IV for example). Since standard reimbursement policies require retention of receipts or other proof of purchase, record keeping is not an extraordinary requirement.

As purchasing card records will be audited from time to time, it is essential to adhere to the above record-keeping guidelines.

Reconcilement of Purchases:

It is your responsibility, immediately upon receipt of your monthly statement, to check your statement to ensure all the transactions posted are legitimate transactions made by yourself. By using the Purchasing Card Record Log mentioned above, reconcilement should be easy. If everything is in order, attach the receipts, sign the statement and forward it to your Department Head/Elected Official for review and approval. Please make a copy for your records.

Disputed or Fraudulent Charges:

If there is a discrepancy between your record log and your statement, it is imperative that the issue be addressed immediately! Depending on the type of discrepancy, you will need to contact the merchant and your Program Administrator to resolve the disputed transaction.

If you believe the merchant has charged you incorrectly or there is an outstanding quality or service issue, you must first contact the merchant to resolve the error or problem. If you are able to resolve the matter directly with the merchant and the error involved an overcharge, a credit adjustment should be requested and will appear on your next statement. Note: The item should be highlighted on your record log and noted (before sending to the Purchasing Department) as a reminder to verify that correct credit has been received.

If the merchant disagrees that an adjustment is necessary, immediately complete the Wells Fargo Bank Dispute Form and contact your Program Administrator who will work with Wells Fargo to resolve the dispute. Wells Fargo Bank will request complete details of the dispute in writing in order to research the item in question. The details of the disputed transaction should be reported on company letterhead or on the Wells Fargo Bank Dispute Form (refer to Appendix IV).

Wells Fargo Bank must receive any charge dispute within 60 days of the transaction date. While pending resolution, Wells Fargo Bank will credit the company's account for the amount of the disputed transaction. Although Wells Fargo Bank acts as the arbitrator in any dispute, you should never assume that a dispute would be resolved in your favor.

If the dispute is not resolved to your satisfaction, and you believe the merchant has unfairly treated you, please notify your manager with the relevant details. If the merchant is one of our preferred vendors, our purchasing department may take further action.

Any fraudulent charge (i.e., a charge appearing which you did not authorize) must be reported immediately to your Purchasing Card Administrator. Prompt reporting of any such charge will help to prevent the company from being held responsible. A Declaration of Forgery or Unauthorized Use form has been included with this package to facilitate notification of any such transactions (Appendix VI).

Sales and Use Tax

Merchants are required by the New Mexico Taxation and Revenue Department to include the applicable sales or use tax at the time of purchase. The amount of tax is dependent on a variety of factors including the state, country and city where the goods are purchased.

Grant County is not required to pay sales tax on tangible goods. Services and labor are taxable.

Questions regarding this policy and any other questions concerning tax issues should be addressed to your Purchasing Card Administrator.

Purchase Return Credits

Under no circumstances should a cardholder accept cash in lieu of a credit to the Purchasing Card. All merchandise returns should be recorded with the vendor by use of the Purchasing Card.

Approved this 28th day of July 2005, by

Henry Torres, Commissioner Chair

Joseph Arellano, Commissioner

Charles Kelly, Commissioner

Attest:

Henry "Howie" Morales, County Clerk

Cardholder Responsibilities

Cardholder must:

1. Ensure the Purchasing Card is used for legitimate business purposes only.
2. Maintain the Purchasing Card in a secure location at all times.
3. Not allow other individuals to use their Purchasing Card
4. Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total transaction amount of any single transaction does not exceed the single purchase dollar limit.
5. Obtain a receipt for ALL transactions.
6. Reconcile the statement to the receipts each month.
7. Submit reconcile statements with attached receipts to supervisor.
8. Attempt to resolve billing disputes directly with the suppliers. If unable to resolve the dispute, cardholder should contact the PAC.
9. Not accept cash in lieu of a credit to the Purchasing Card account.
10. Immediately report a lost or stolen card.
11. Contact the PAC if the supplier does not accept purchasing/credit cards.
12. Report erroneous declines or fraudulent charges to PAC.
13. Return the Purchasing Card to the PAC upon termination of employment.

Common Questions and Concerns

- Why did the County decide to participate in a Purchasing Card Program?**

We are exploring ways to streamline processes and reduce costs. Frequently, the expenses incurred to process a small dollar purchase can run as high as the price of the item itself.

With a Purchasing Card, many of the typical purchasing steps should be eliminated including, generating a requisition, preparing a purchase order, matching a packing slip to a purchase order, matching invoices with purchasing requisitions, individual payments of invoices, etc.

- What is the procedure when I pay for something with my Purchasing Card?**

Essentially, the process is the same as when using your personal credit card. You must always ask for a receipt for your records, especially for phone, fax and mail orders.

- Are there any restrictions associated with the use of my Card?**

Yes, in addition to our County policy stating the type of products you can buy, other controls and limits may be placed on your card including:

- a monthly dollar limit
- a daily dollar limit
- a “per transaction” dollar limit
- “blocked” merchant categories

Please see your manager or Purchasing Card Administrator for your specific restrictions.

- How will I know if I have exceeded my monthly limit?**

You should access your account on the internet and maintain a log of your purchases to keep a running total of your expenditures. Once you have reached your limit within a given month, your card will NOT be accepted for additional purchases. To determine your outstanding balance at any given time, you may call the toll-free Wells Fargo Bank Customer Service number on the back of your card.

- What should I do if a supplier does not accept the Wells Fargo Bank Purchasing Card?**

Please contact your Purchasing Card Administrator and provide her with the supplier’s name, address and phone number.

- How will I know if the County is getting billed correctly for the purchases I have made?**

You will print out a monthly cardholder “memo” statement listing all purchases made and credits received in the previous month. This statement is for your review only and allows you to reconcile your purchases. You must review the statement in a timely manner as any disputed or fraudulent transactions must be reported to Wells Fargo Bank in a timely manner.

- How will my monthly Purchasing Card bills be paid?**

You are not responsible for the payment of your Purchasing Card bills. The monthly statement you print out is for your review only. After receipts are attached and the Department Head has approved the purchases, the Purchasing Department will make one monthly payment to Wells Fargo Bank covering Purchasing Card expenses for all County employees using the card.

- Who may I talk to if I have questions?**

We have designated the following individual(s) as Purchasing Card Administrator(s):

Jacob Zamora	574-0003	jzamora@grantcountynm.com
Linda Vasquez	574-0019	lvasquez@grantcountynm.com
Charlene Webb	574-0008	cwebb@grantcountynm.com

Any PCA should be contacted for any questions you have regarding limits, usage and other issues. Only the PCA has the authority to change any existing information or restrictions to a cardholder's account.

- What should I do if I have a problem associated with something I bought with my Purchasing Card?**

Please refer to the "Disputed or Fraudulent Charges" section of this guide for complete details. It is extremely important that you address these items immediately.

- Once I receive the card, can I begin using it immediately?**

Once you receive your card, you will call Wells Fargo Bank's toll-free number and provide certain information (e.g., social security number or other meaningful data) to activate the card. This procedure ensures a secure card issuance process and helps to prevent fraud.

- What should I do if my card is lost or stolen?**

It is extremely important to call Wells Fargo Bank's Customer Service toll-free number immediately in the event your card is lost or stolen. **You must also notify your Purchasing Card Administrator.**

- Can another employee utilize my card for purchases?**

Each Purchasing Card will be embossed with the individual employee's name. The employee is responsible for the proper use of his/her card. **At no time should another individual utilize your Purchasing Card.**

- Can the Purchasing Card be used outside the United States?**

Although the Wells Fargo Bank Purchasing Card is accepted worldwide, the County has not yet authorized any purchases outside the United States.

- What should I do if I need to change my monthly or single purchase limits?**

Please contact your Department Head/Elected who will then contact the Purchasing Card Administrator.



WELLS FARGO BANK

PURCHASING CARD

Appendix I

Cardholder Application

Cardholder Information:

Cardholder Name _____

Department _____

I have received a copy of the Grant County Wells Fargo Bank MasterCard Purchasing Card Program Policy and Procedures Manual. I agree to comply with all rules, regulations, and restrictions for this Purchasing Card. I also acknowledge receipt of the Purchasing Card and will notify the PCA in the event that it is lost or stolen.

Cardholder Signature

Date

Authorization Limits and Restrictions: (to be completed by Purchasing Card Administrator)

Circle either ACCEPT or DECLINE

Single Transaction Limit \$ _____

Overall Monthly Limit: \$ _____

Other Information: (to be completed by Purchasing Card Administrator)

Special Instructions:

Purchasing Card Administrator Signature

Date

PURCHASING CARD

Appendix II

Account Maintenance Form

Company Name: Grant County Cardholder Name: _____

Cardholder Account Number: 4 8 0 8 - 0 1 7 0 - 0 1 1 4 - _____

Please indicate requested change(s):

Change control restriction as follows:

Increase/Decrease monthly credit line from \$ _____ to \$ _____
 Increase/Decrease single transaction limit from \$ _____ to \$ _____
 Accept the following Merchant Category Codes currently blocked:

Block the following Merchant Category Codes currently accepted:

Other: _____

Change Cardholder name to: _____
(Maximum 20 characters to be embossed on card)

Change address to: _____

Change Accounting/Dept. Code to: _____
(maximum 22 characters)

Change Reporting Unit from _____ to _____.

Issue card replacement to due to:
 lost card stolen card not received
 embossing error damaged other _____

Account Closure/Cancellation (effective immediately)
Reason: _____

Other _____

Cardholder _____ *Date* _____

Department Head/Elected Official _____ *Date* _____ *Administrator* _____ *Date* _____



WELLS FARGO BANK

Purchasing Card Record Log

Period Covered: From _____ To _____

Employee Name _____

Card Number _____

APPENDIX III

Date: _____

Company Name: Grant County

Employee Name: _____

Account Number: 4808- _____ - _____

Transaction Date : _____ Amount: _____

Merchant Description: _____

Please take a moment and check the appropriate statement that validates your dispute. Please attach any supporting documentation that validates your dispute, such as: credit memos, letter to merchants, sales slips or proof of payments.

I certify that the transaction disputed was not made by me or the person authorized by me to use the card, nor were the goods or services represented by this transaction received by myself or a person authorized by me.

Although I did engage in the above transaction, I am disputing the entire charge, or a portion in the amount of \$ _____. I have contacted the merchant and requested a credit to my account for the reason explained in the attached letter.

The enclosed sales slip for \$ _____ appeared on my statement as \$ _____.

The enclosed credit memo: _____ has not posted to my account OR was listed as a purchase on my statement/activity report.

I did not receive the service and/or merchandise. I have contacted the merchant and they have not resolved my dispute. I expected to receive the merchandise/services on ____/____/____.

I have already paid for the transactions shown above by: check cash money order other credit card.

Your Signature

Date

Phone Number

Please return this form immediately. We appreciate your cooperation and urge you to contact us at 800.932.0036, if you have any questions. Fax completed form to 415.975.6635.

**Transaction dispute must be received by Wells Fargo within 60 days of posting to your account.

Kathy Alvarado
Dispute & Loss Specialist

DECLARATION OF FORGERY OR UNAUTHORIZED USE

APPENDIX V

Re: Wells Fargo MasterCard Purchase Card

Account Number: 4808- _____ - _____

I, _____, have reported that my above numbered card or account.(please check and complete applicable section)

with an expiration date of _____ was not received by me.

was discovered missing on _____.

was stolen on _____, at _____.

I have notified the _____ police, who took report # _____.

may have been used without my authorization, though valid card was in my possession at all times.

additional information enclosed on separate sheet.

I last used the said card on _____, _____ in the city of _____.

Any duplicate of such card has been destroyed.

The transaction(s) listed below or on the attached sheet and/or transaction made after the date of the last usage were not made by me or by a person acting with my authorization. I received no benefit whatsoever from such use. I further authorize you to accept my telephone verification of any subsequent transaction(s).

TRANSACTION DESCRIPTION	TRANSACTION DATE	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Executed at (City/County and State) _____

Date _____

Cardholder

Department Head/Elected Official

Purchasing Card Administrator