

**GRANT COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION NO. R-17-60**

**A RESOLUTION AMENDING THE PURCHASING CARD PROGRAM**

**WHEREAS**, the Board of County Commissioners met in a regularly scheduled meeting on Thursday, December 21, 2017 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,

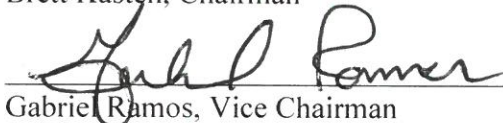
**WHEREAS**, this Resolution hereby repeals all other Grant County Resolutions and/or Policies relating to the Purchasing Card Program.

**APPROVED, ADOPTED AND PASSED** on this 21<sup>st</sup> day of December 2017.

**GRANT COUNTY BOARD OF COMMISSIONERS**

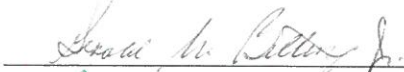


Brett Kasten, Chairman




Gabriel Ramos, Vice Chairman

\_\_\_\_\_  
Alicia Edwards, Member

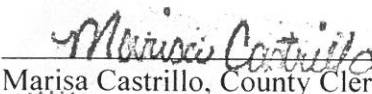


Gerald W. Billings Jr., Member



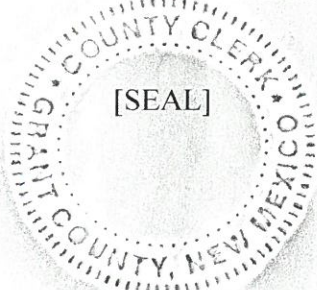
Harry Browne, Member

ATTEST:



Marisa Castrillo, County Clerk

CW



# **Amended Purchasing Card Policy**

## **December 21, 2017**

### **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 and to approve statements on a monthly basis.

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.

Reconcile purchases with the correct fund(s) and descriptions on a monthly basis.

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, restaurants, fast food chains, room service, tips etc. (unless pre-approved by Procurement Officer or in the emergency transport and/or care of inmate(s))
- 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 allow ability of purchases on sponsored or restricted accounts, call Procurement Officer before making the purchases.



## GRANT COUNTY PURCHASING CARD

### Cardholder Authorization

#### Cardholder Information:

Cardholder Name:

Department:

I have received a copy of the Grant County Wells Fargo Bank 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: \$

Primary Approver:

#### Authorization for the use of a Grant County Purchasing Card

\_\_\_\_\_  
*Department Head Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Purchasing Card Administrator Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*County Manager Signature*

\_\_\_\_\_  
*Date*

#### Notes/Other Information (to be completed by Purchasing Card Administrator)
