Deschutes County Administrative Policy No. F-3
~~Effective Date~~Original Adoption: 09/20/2017
Revised Adoption: xx/xx/2025

PURCHASING CARDS

I. STATEMENT OF POLICY

It is the policy of Deschutes County to provide County-issued Purchasing C~~c~~ards to designated County staff and elected officials ~~in certain limited situations to be used~~ for the efficient and appropriate transaction of County Business.

II. APPLICABILITY

This policy applies ~~to all Purchasing cCards issued by the County~~ to staff and elected officials issued Purchasing Cards by the County for use in conducting~~transacting~~ official County business.

III. POLICY AND PROCEDURE

~~The following reimbursement guidelines will apply:~~

A. Types of Purchasing Cards

1. **Individual Purchasing Card**
   A general-purpose purchasing card issued in the name of the employee and Deschutes County. It may be used to purchase goods and services for individual transactions under $25,000. The card must not be shared with other employees, although cardholders may make purchases on behalf of others.
2. **Department Purchasing Card (DPC)**
   A Department Purchasing Card is issued in the name of the Department and Deschutes County. It may be used to purchase goods and services for individual transactions under $25,000. The DPC will be assigned to a designated Department Custodian(s) and may be checked out to department employees.

B. Card Requests, ~~and~~ Issuance, and Temporary or Permanent Increases

Departments requesting P~~p~~urchasing C~~c~~ards for use in transacting County business shall provide a written request to the Chief Financial Officer~~Finance Director~~, or designee, using the Purchasing Card Request Form and Purchasing Card Agreement (available on the County Intranet site). Cardholders requesting a limit increase, temporary or permanent, shall make the request on the Purchasing Card Request for Credit Limit Increase form. The Procurement Manager, or designee, may approve requests up to $25,000. The Chief Financial Officer shall approve all requests over $25,000.~~, clearly setting forth the purpose and intended use of each card. Such request shall include the anticipated efficiencies to be gained by the use of such cards.~~Only one individually named card will be issued to a single card holder. Multiple Department Purchasing Cards may be issued to a single individual, as department custodian, if authorized by the Department Director and Chief Financial Officer, or designee. Cards may only be issued to current County employees and elected officials. Volunteers, interns, and non-employee committee members are not eligible.

~~Deschutes County financial policy F-14, section 4(d) authorizes the Finance Director/Treasurer to evaluate requests and issue cards in consultation with the County Administrator.~~

C. Purchasing Card~~holder~~ Responsibilities

1. C~~The assigned c~~ardholders are~~is~~ responsible for:

a. Completing and signing the Purchasing Card Request Form and Purchasing Card Agreement.
b. ~~handling the card with the utmost care including u~~Using the card in compliance with County Purchasing Rules and this Policy. ~~The cardholder is responsible for f~~
c. Following all procedures required by the County Finance Department.
d. ~~and to e~~Ensuring~~e~~ the secure storage of the card by taking extra caution to keep it separate from personal debit and charge cards.
e. ~~The cardholder is also expected to m~~Maintaining the security of the card number.
f. Reporting lost or stolen cards immediately to both the issuing bank and the card program administrator.
g. Maintaining and submitting proper receipts and documentation for all transactions.
h. Monthly reconciliation of card transactions in the County's designated system.
i. Promptly reporting any suspicious or unauthorized activity to the issuing bank and the card program administrator.
j. Resolving suspected fraudulent transactions and initiating timely contact with the issuing bank's fraud department when notified of potentially fraudulent activity. All fraudulent activity must be reported to the card program administrator.

2. Individual Purchasing Card Custodian Reconciler:
Individual Cardholders are authorized to designate a Department Custodian Reconciler to manage the reconciliation of the Purchasing Card on their behalf. The cardholder is responsible for providing requisite supporting receipts and documentation to the Custodian Reconciler. Any deficiencies in documentation remain with the Cardholder who is ultimately accountable and subject to disciplinary ~~measures~~action for non-compliance with the policy, ~~and~~ not the Custodian Reconciler.

3. Department Purchasing Card Department Custodian:
Custodians bear the same responsibilities of a ~~Purchasing~~ Cardholder. In addition to those responsibilities, they are accountable for:
a. Ensuring users are trained and have signed the Purchasing Card Agreement.
b. Maintaining a check-out log.
c. Securing the card when not in use.
d. Obtaining receipts and proper documentation from users.

Users of the Department Purchasing~~e~~ Card are responsible for submitting all receipts and proper documentation to the Department Custodian. Users are accountable for any lost or missing receipts and completing any required forms. Failure to submit proper documentation may result in user privileges being revoked, potential reimbursement of charges, and disciplinary action.

Users of Department Purchasing Cards are strictly prohibited from manually or virtually recording, or writing down and storing, any credit card information, including the full card number (Primary Account Number - PAN), expiration date, cardholder name, CVV2/CVC2 (the three or four-digit security code), or PIN. This applies to all forms of physical or digital records, including, but not limited to notes, computers, spreadsheets, personal devices, smart phones, email, text messages, or any unsecure storage location. Users of Department Purchasing Cards must check-out the Department Purchasing Card from the Department Custodian for each use. Users of Department Purchasing Cards are not allowed to set up recurring payments using a Department Purchasing Card.

4. ~~Cardholders and the department~~ Purchasing Card Approvers~~managers~~ are responsible for:
a. ~~a~~Adhering to all policies and procedures related to County issued Purchasing Cards.
b. Reviewing and approving all charges promptly and ensuring each charge is accurately assigned the appropriate account coding. ~~, reviewing all charges in a timely manner not less frequently than weekly and assigning the appropriate account coding to each charge. They are also responsible for~~

~~ensuring that each purchase is appropriate and in compliance with County purchasing rules and this policy~~

c. Ensuring each charge is an acceptable use for conducting County business.
d. Ensuring~~, and maintaining~~ proper documentation is attached.
~~a.~~e. Individual ~~Purchasing~~ Cardholders are not permitted to approve their own transactions. Approvals will fall to their direct supervisor or designee for approval.

D. Finance Department Responsibilities

The County Finance Department shall be responsible for:

1. ~~-~~Aadministering the County Purchasing Card program.
2. ~~, for m~~Maintaining the relationship with the bank.~~,~~
3. ~~m~~Making the electronic payment each period.
4. ~~and for d~~Developing and maintaining controls, procedures and software applications necessary to carry out the program.
5. ~~Finance shall also e~~Establishing procedures that must be followed by department staff for the administration of the program.
~~1.~~6. Handling card access and security issues, such as fraud, compromised accounts, and stolen/lost cards, by working with Cardholders.

E. Appropriate Uses

Purchasing Cards may be used~~issued under this policy shall~~ only~~ be used~~ to transact official County Business and must be used to complement and not circumvent~~avoid~~ existing purchasing rules and processes. Acceptable uses for County business are limited to the following:

~~2.~~1. Travel arrangements for staff or elected officials attending conferences or meetings requiring an overnight stay ~~limited to~~for lodging and transportation. Purchasing C~~c~~ards may not be used for travel related~~ incidentals and~~ meals. (See Policy F-1 Reimbursement for Miscellaneous Expenses Incurred While Traveling on County Business).
2. Registration fees for conferences, meetings or training events.
3. Dues for memberships.
4. Online purchases for County business that can only be transacted with a ~~credit~~purchasing card due to vendor requirements.
5. Emergency situations generally described as unforeseen and immediate that require a time frame that cannot be accommodated by the County's normal accounts payable schedule.
6. Purchases of materials and supplies ~~in the field to~~ that facilitate the needs of County staff or clients.
7. Fuel - for rental vehicles only.
~~6.~~8. Invoice payments, provided the vendor does not impose processing or credit card surcharge fees.

~~D.~~F. Prohibited Uses

Purchasing Card transactions prohibited by this policy include but are not limited to:

1. Purchase of fuel for personal or County~~-~~ owned ~~-~~vehicles.
2. Cash advances.
3. Purchases related to ~~A~~alcohol, ~~T~~tobacco, ~~F~~firearms, ~~and C~~casinos, and lotteries.
4. Personal expenses of any kind.~~items~~
5. Meals while on travel status.
6. Charitable donations.
7. Any item not allowed by cardholder department policies or procedures.
~~5.~~8. Any item not allowed by sponsoring agency related to grant reimbursements.

~~E.~~G. Other Provisions

1. Purchasing C~~c~~ards may be used for transactions conducted in person or ~~to purchase goods and services~~ by phone, fax, e-mail or through the internet.

2. Purchasing Cards are the County's official credit mechanism. The issuing bank has been vetted by the Finance Department. Use of alternative store credit lines are prohibited unless explicitly authorized by the Chief Financial Officer.

~~1.~~3. Cards with high-dollar limits may be issued for emergencies. Cardholders must follow all County Code and relevant policies regarding emergency procedures for all purchases.

~~2.~~

4. Employees issued P~~p~~urchasing C~~c~~ards will be required to sign a~~n~~ Purchasing Card Agreement acknowledging~~ment~~ that they have read and understand this policy and all related procedures.

5. Violations of the Purchasing Rules~~,~~ or this policy may result in temporary suspension and remedial training, revocation of the right to use a Purchasing Card, repayment for any unauthorized purchases, or~~and may result in~~ disciplinary action by the authorizing supervisor ~~(up to and including termination)~~.

~~3.~~6. Departments and Offices may elect to establish policies or General Orders that are more restrictive of, but not less than, this policy.

Approved by the Deschutes County Board of Commissioners on XX/XX/2025.

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~~Tom Anderson~~ Nick Lelack, County Administrator

~~Deschutes County, Oregon~~
~~Purchasing Card Request Form~~
~~(County Policy F-3)~~

~~This Form is to be completed for each County Staff member requesting the issuance of a Purchasing Card. Please read County Financial Policy F-3 prior to completing this request form.~~

~~Requesting Employee: ______ Cell Phone: __~~

~~Employee Direct Supervisor:_ Phone: ______~~
~~Requesting Department/Division:___~~

~~Please explain why a purchasing card is being requested for this employee. How will it be used? What purchases will be made with it? How will a purchasing card make the work of this employee more efficient?~~

~~I have read and understand the policies and procedures of Deschutes County related to purchasing cards and I agree to comply with them and be bound by them.~~

~~Employee Requesting Purchase CardDate Signed~~

~~Direct Supervisor Date Signed~~

~~Department Head Date Signed~~

~~Issuance of Purchasing Card ☐ Approved ☐ Denied~~

~~Chief Financial Officer Date Signed~~

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~~**Deschutes County Purchasing Card Cardholder Agreement**~~

~~**Employee Responsible (Cardholder):**~~ ______________________

~~**Department Responsible:**~~ ______________________

~~**Credit Card Number (Last 4 & Expiration):**~~ ______________________

~~**By signing below, the County Employee is certifying and agreeing to the following:**~~

~~1. **I am responsible for the physical security of the credit card that has been issued to me. I will ensure that the card is stored in a secure location and that it can't be accessed by anyone else without my permission.**~~

~~2. **I have reviewed the County policy (F-3 Purchasing Card Policy) and procedures related to the use of County purchasing cards and promise to abide by them.**~~

~~3. **I am responsible for the use of the credit card. I understand that I may grant other County employees access to the credit card and it is my responsibility to inform them on its proper use.**~~

~~4. **I understand that any improper use of the card must be reported immediately to the Finance Department.**~~

~~5. **I am responsible for maintaining all records related to the use of this credit card, including the keeping of all original credit card receipts, packing slips, and any other related documents for each purchase.**~~

~~6. **Upon receipt of the Purchasing Card Statement within Munis, I am responsible for reviewing all charges for compliance within a timely manner, attaching all supporting documentation within Munis, and ensuring the appropriate Department approvals are made on a timely basis.**~~

~~7. **I understand that any inappropriate use of this County credit card may result in the cancellation of the card by the Finance Department and may also result in discipline by the authorizing supervisor (up to and including termination).**~~

~~**Print Name**~~ ______

~~**Signature**~~ ______ ~~**Date**~~ ______

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