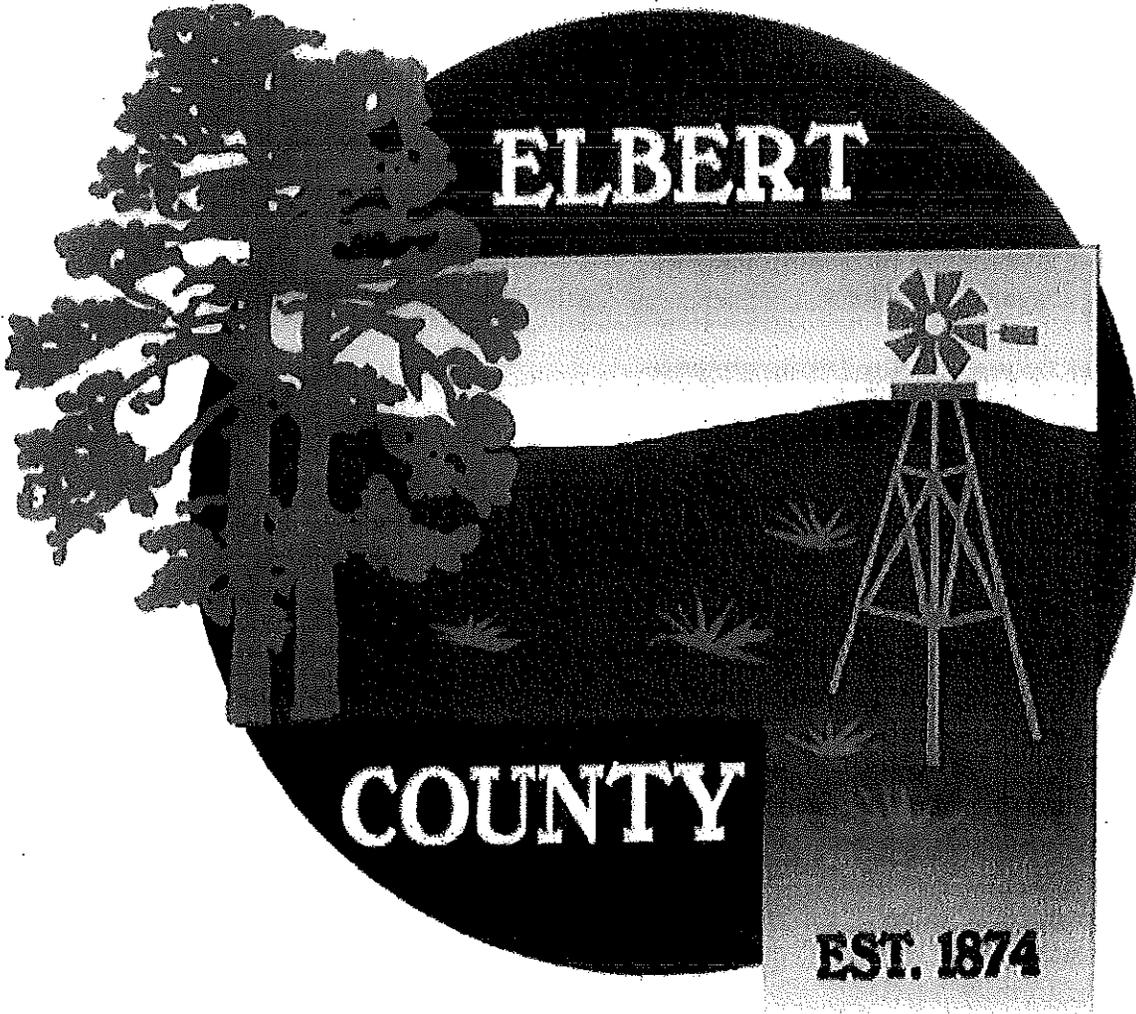


ELBERT COUNTY PURCHASING POLICY



Adopted: June 24, 2015

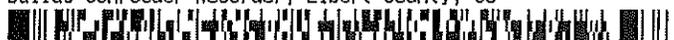


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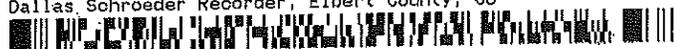
I. PURCHASING POLICY

- A. **General** Elbert County Government consists of various operating departments and funds, all of which must purchase materials and equipment to provide services. The departments and funds must operate within the financial constraints of the current year's budget, as adopted by the Board of County Commissioners. The costs of purchases are charged against the responsible department's budget accounts; exceeding the expenditures budget is illegal under Colorado State Statutes.

Purchases result in the expenditure of taxpayers' money, and must have a County business purpose. County officials are held accountable for the use of public funds, and therefore, they must remain cognizant of their responsibilities to the public and of the availability of County records for inspection. This purchasing policy establishes the procedures to better control the expenditure of public funds and to assist County employees involved in these matters.

- B. **Procedures** After a department has decided to acquire necessary items via purchase, the "shopping" process begins. This process requires the use of ethically-based decision making, common sense and good judgment.

1. Selection factors - The factors of price, quality, performance, and availability must be weighed as objectively as possible. While cost is frequently the chief consideration, the purchasing decision should not be based on one factor exclusively.
2. Vendor selection - Purchases will be made only from reputable, established vendors.
 - a. No County employee will enter into any agreement with a supplier with whom the employee, or a member of the employee's immediate family, has any financial relationship. Further, no County employee will accept or receive any reward, benefit, or substantial gift from a supplier. Minor gifts may be accepted on behalf of the department, but not individuals (e.g., Christmas candy). An employee who violates these rules faces disciplinary action and possible termination.
 - b. Use of local vendors - The County will make every effort to buy locally, unless factors of price/quality/ availability/performance are prohibitive. For non-routine purchases, department heads will be required to document that they've checked with local vendors.
 - c. State contracts - Departments should check the State contract for items such as office supplies, furniture and vehicles.
 - d. All purchases made with Federal funds must be made from vendors who are not suspended or debarred from receiving federal funds. All federal expenditures must be checked against the website <http://epls.arnet.gov>. If a vendor does not appear on this list, they are a vendor you can purchase items from with federal funds.



3. Required bidding procedures - Vendors will be given an equal opportunity to do business with the County, and bids will be accepted when purchasing certain supplies, materials, equipment and services, based on the following:
 - a. Up to \$1,000 - Formal bids are not necessary, but selection should still be made in accordance with price/quality/availability/performance factors.
 - b. From \$1,000 to \$5,000 - an informal quotation (for example, written notes obtained from a telephone call, e-mail communications, or hand-written notes) from a minimum of three (3) vendors is required. Quotes must be obtained by the ordering department and retained for a period of one year.
 - c. From \$5,000 to \$10,000 - Formal, written quotations must be received from at least three (3) vendors. The formal bids must be retained for a period of one year.
 - d. Purchases in excess of \$10,000 - A public notice to bid must be published on the Rocky Mountain Bid System website at www.rockymountainbidsystems.com, a minimum of five (5) days prior to the bid opening, and 3 weeks whenever possible. Specifications will be made available to any businesses wishing to bid. For purchases from \$10,000.00 to \$100,000.00, sealed bids will be opened one at a time and at a place as indicated in the public notice, and the County Manager will make the bid award decision, subject to the authority limitations stated in the County Manager Policy.

The County Manager will have purchasing authority for emergency decisions, security decisions, and road and bridge materials and equipment decisions up to \$200,000.00, as provided by the County Manager Policy. For other purchases in excess of \$10,000.00, sealed bids will be opened one at a time and at a place as indicated in the public notice. The bidding information will be provided to the Board of County Commissioners prior to or at the next regularly scheduled meeting, and the Board will make the final decision after being presented with a recommendation by the County Manager.

Department Heads must obtain approval from the County Manager for any expenditures above \$1000.00. Department Heads must attach documentation of the bidding process (both formal and informal) to the payment voucher and retain in their office for a period of one year.

With regard to vehicle trade-ins, the County Manager will determine whether the County will benefit more from a trade-in or outright sale. Trade-ins must be included in the above bidding process.

The procurement of routine professional services that are not amenable to bid may be exempted from the requirements of subsection 3 above upon the approval of the County Manager.

4. Contracts for service - Awarding of contracts for service fall within the same authorization/bidding guidelines as outlined above. However, all contracts must be submitted to the County Manager for approval and signature. Attach the contract routing form to your contract and send to the Manager's office to be routed to Department Director, County Attorney and County Manager. The form can be found by contacting the Finance Department. Contract change orders must also follow the contract routing process. All contracts of greater than one year (12 months) in duration, excluding extensions, must

include Appropriations Clause restrictive language and must be submitted to the County Attorney for review prior to being executed.

5. Special BOCC Authorization - The Board of County Commissioners may authorize other types of expenditures which do not directly fall within the bidding/purchase order procedures. Examples of such expenditures are contributions to community organizations and special, outside consultant projects. While such expenditures should be budgeted, the authorization by the Commissioners supersedes any purchasing procedures described herein.

6. Payment Vouchers

a. A payment voucher is required to pay all outstanding invoices incurred by departments for county expenses. A standard form for payment vouchers can be obtained through the Finance Department. This is the only form accepted by the Finance Department. Finance reserves the right to refuse payment for inappropriate expenditures, so when in doubt, please check with Finance before purchasing. Employees may be liable for inappropriate purchases. Each department will properly complete the purchase voucher, denoting the vendor, description and price of items, account code and the department head's signature. All computer software and hardware purchases must first be approved by the Information Technology department.

b. Authorizations- The completed payment voucher will be turned in to the Finance office to be processed by accounts payable. All payment vouchers are reviewed and signed by the County Manager prior to processing a check. Each batch of payables will be presented for review and approval by the Board of County Commissioners on the following consent agenda.

c. Emergency purchases - Instances will occur when a check must be cut for an emergency between regular check runs. In these cases, the department must notify Finance so arrangements can be made.

7. Receiving and Inspection

a. County supplies, materials and equipment are to be received (shipped to) a County location - Courthouse, Road and Bridge Shop, Justice Center, etc. as appropriate. No items are to be received at an employee's, or official's personal residence or personal business.

b. Goods are to be timely inspected by the receiving department for conformance with the order. Any damaged goods or goods of an unacceptable quality/quantity should be quickly returned to the vendor.

c. To save on freight charges, departments ordering goods from Denver vendors should consider pooling resources to pick up goods whenever practical.

II. DISBURSEMENT PROCEDURES

A. Approvals for disbursements

1. Even though a Department Director has previously approved a purchase via a Payment Voucher, the Department Director must also approve the invoice, therefore evidencing the proper receipt of goods, or the satisfactory performance of services.
2. The Board of County Commissioners is responsible for the ultimate approval of all bills for payment. The County Manager is responsible for alerting the Commissioners of any proposed disbursements not in compliance with the Purchasing Policy, or unbudgeted expenditures, and will insure that such expenditures are within limits of the appropriate budget, prior to final approval. The BOCC may question or disapprove charges appearing on the warrant list and warrants may be voided.

B. Source documents for disbursements

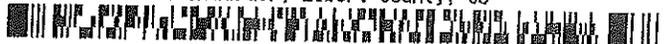
1. Payment Vouchers

- a. Finance pays only from original vendor invoices (not vendor monthly statements). Exception is made for vendors who only send monthly or bi-monthly statements and not individual invoices. Invoices will be checked for mathematical accuracy and payment terms, and then will be entered into the computer system for payment and warrant list reporting.
- b. The County intends for all vendors to extend normal credit terms, (i.e. thirty days from invoice date). Every effort will be made by Finance to pay vendors by invoice due dates. Finance will also attempt to take advantage of any trade discounts offered for prompt payment.
- c. The County is a tax-exempt government entity and, accordingly, pays no State or local sales or use taxes on items purchased. The County's tax-exempt number is 98-04218.

C. Travel Expenses

1. Transportation Expense Policies

- a. Travel expenses for departmental-authorized travel will be paid by the County, subject to guidelines in the travel policy discussed later. Travel expenses, including transportation or mileage costs, lodging and meals, may either be advanced to an employee prior to a trip, or be reimbursed to the employee upon return. All business charges, except mileage, must be supported with receipts attached to the form. Pre-travel advances may be submitted to Finance for payment on a voucher or manual check request form, as appropriate.



- b. Auto mileage for use of personal auto is reimbursed at the County's established rate, which will be determined each January by the Board of County Commissioners. Use of a County motor pool vehicle is charged monthly to the department at the established rate. Logs placed in motor pool cars will be completed for every trip. Auto mileage for use of personal auto may be reimbursed at a higher rate if a County vehicle is unavailable.
- c. Airline fares for authorized trips will be paid directly by the County or reimbursed to employees. Coach or economy classes are the only authorized fares on airlines.
- d. Reasonable ground transportation costs from airports and reasonable taxi fares are considered County business costs.
- e. Every effort should be made to carpool, or use departmental vehicles when available.

2. Lodging Costs

- a. Reasonable lodging costs for business trips will be paid or reimbursed. Lodging at special conferences or out-of-state will be paid at the going rate, provided the cost is reasonable for the geographic area. The incremental cost of lodging for guests other than the employee must be reimbursed by the employee.
- b. Employees should always request the "government rate" when making lodging reservations. The County's tax exempt status should be made known. Some states do not recognize our tax-exempt status in their state, so sales tax may need to be paid in these situations.

3. Meals

- a. Business meals will be paid, or reimbursed, upon authorization by the responsible department head. Meal reimbursements should not be requested when time permits having meals in the County, i.e., breakfast before going to Denver or dinner if home by dinner hour. A business meal should be held only in the best interests of the County, and should result in a reasonable cost. It is appropriate under certain circumstances for County personnel to pay for meals for other people when it furthers County business. Meals that are considered business entertainment are normally not incurred, unless specifically authorized by the County Commissioners or the County Manager. Staff meetings should not be held at restaurants at County expense, and meals brought in for staff meetings should not normally be charged to the County. The County Manager may, *with prior approval*, grant exceptions.
- b. A per diem meal allowance is permitted for employees traveling away from the County on County business. Actual expenses up to the current per diem GSA rate for the destination (a current example is \$49.50 per day) are permitted, tax and tip included. Purchasing cards should be used for meals whenever possible. If an employee does not have a purchasing card, they may receive reimbursement for their travel costs when they return from their travel. **Receipts will be required to be reimbursed.** No per diem will be given out before travel, unless an extreme hardship would result. The total amount for daily meals and incidentals charged on a purchasing card should not



exceed this daily rate. This daily rate can be distributed among meals any way as long as they total does not exceed the daily limit.. The individual meal amounts are listed when an employee would only have a partial day per diem. For example, an employee traveling away for an entire day could spend \$5 on breakfast, \$10 on lunch and \$34.50 for dinner, not exceeding the \$49.50 daily limit. An employee who is going to Denver for a meeting from 9 a.m. to 3 p.m. would just be allowed \$14 for lunch.

All Areas

Breakfast	\$ 9.50
Lunch	14.00
Dinner	<u>26.00</u>
	\$49.50

The actual cost of required conference meals will be substituted for the applicable per diem meal cost. Employees may not receive reimbursement for any meal that is covered by a conference registration fee. Variances will require justification, and any significant variances will require the approval of the County Manager.

D. Formal Financial Records & Reports

1. After every month-end, Finance will send an email notification that budget reports are ready to be run. All transactions incurred during the month will appear in the month-end reports. Individual charges and revenue items appear in the detail of the budget report.
2. Department Directors must closely review these reports to monitor financial performance in relation to budget. The Finance Department scans the supporting documentation on transactions posted to the records and can assist departments in understanding the transaction.

III. OTHER MATTERS

A. Office Policies and Employee Expenses

1. Office parties and snacks for staff meetings should not be paid for with County funds. Exceptions for special circumstances can be made at the discretion of the County Manager.
2. Regular coffee and tea for staff and public is acceptable.
3. The County will pay 100% of service organization dues (Rotary, Optimists, etc.) for a limited number of employees, (number and criteria to be determined by BOCC). No restrictions pertain to professional organizations that directly relate to an individual's job duties (National Association of Counties, National Sheriff's Association, Colorado Counties, Inc., etc.), but the Board of County Commissioners reserves the right to set budget limits for service organization dues for each department.

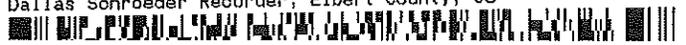
4. Expense Reimbursements for Elected Officials: when the elected official and a guest attend a local community event (e.g., a dinner), half the total cost is reimbursable up to six months before an election. Within six months of an election, no such expenses will be reimbursable without approval from the Board.
5. Employees should not order personal items on county accounts and reimburse the county. The county receives special discounts and is exempt from tax which individual persons are not entitled to.
6. The County does not pay for liquor purchases. This includes all alcoholic drinks with meals. If an employee purchases alcohol and charges it to the County, they will be required to reimburse the County for these expenses.

B. Credit Cards

1. The distribution and use of purchasing cards within the County will be made at the Department Director's and County Manager's discretion. Purchases made on purchasing cards are subject to the County's purchasing policies. The County reserves the right to bill card holders for inappropriate expenditures.
2. Following a charge transaction, the individual making the purchase will write on the back of the charge receipt the business nature of the charge, the date, who was in attendance at the lunch, etc. The charge slip should then be turned in to their department reconciler. The department reconciler will match charge receipts to monthly statements and ascertain that all charges to be paid are properly approved, coded and explained. The reconciling is done online, but a hard copy of the statement with attached charge slips should be sent to Finance.
3. No personal charges will be made with a County purchasing card.
4. Please see attached Elbert County Credit Card Policies and Procedures Card Holder Agreement for further explanation (Exhibit A).

C. County Issued Vehicle

1. If an employee has been provided a County Vehicle as a benefit for working for the County, it will be important to understand that use of that vehicle for purposes other than business will be reported on their W2. If the employee drives the vehicle for personal reasons, there is a taxable benefit that has to be calculated and included in his or her income.
2. Personal Driving includes vacation trips, driving to conduct personal activities and travel between home and a regular place of employment. A regular place of employment is any location where your employee regularly reports for work or performs the duties of employment. In this case, "regular" means there is some degree of frequency or repetition in the employee's reporting to that particular location in a given pay period, month, or year. This "place" does not have to be an establishment of the employer.
3. Depending on the circumstances, an employee may have more than one location where he or she regularly reports for work. If an employee has multiple regular work locations and travels between home and several work locations during the day, only the trip from the employee's home to the first



work location or, the trip from the last work location to home is personal driving. Any travel by the employee between work locations is business related.

D. Capitalization Policy

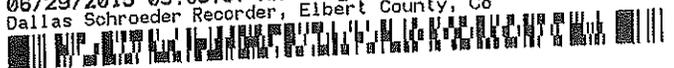
1. Individual items of office fixtures, equipment, vehicles and building improvements costing more than \$5,000 should be coded and charged to capital outlay accounts in all funds. Such purchases should be budgeted in the capital outlay accounts of departments' detail budgets.
2. The Finance Department will coordinate with departments for the annual physical inventory of general fixed assets. Finance will maintain the County-wide general fixed assets ledger, to which the cost of new capital outlay purchases is added.
3. Each department will be responsible for maintaining an inventory of items less than \$5,000. Inventory of these items will be requested annually from each department to be kept on file in the finance office.

E. Central Charges

Finance will bill departments monthly for the actual cost of laser & copy paper, postage, copier usage and motor pool charges.

F. Sale of County Assets

1. Departments possessing surplus equipment and supplies must make a reasonable effort to let other County departments know of the surplus items. Other departments genuinely in need of available surplus items have priority in receiving the items. If no departments are interested, the items may be sold to the public or to County employees according to the guidelines in #2 below.
2. Surplus items which are not needed by any County department and which have an estimated fair market value of less than \$1,000 may be advertised and sold informally. In order to accomplish such sale, the selling department must advertise the item via e-mail, and post a conspicuous notice on the bulletin board at the Courthouse, and the Road & Bridge buildings for a minimum of one week. The notice should state the description of the goods, the sealed bid opening date and the name of the department to whom the bids are to be addressed. On the bid opening date, the department head plus one other employee will publicly open the sealed bids and award the sale to the highest bidder.
3. Surplus items with a fair market value of \$1,000 or more must be advertised for bid at least once through the authorized County newspaper. A public notice must be published a minimum of 5 days prior to the bid opening, and 3 weeks whenever possible. The public bid opening will be held by the selling Department Director and the County Manager. Only cash or certified checks may be received prior to delivery of items to the winning bidder.
4. As an alternative to the above procedures, items for sale may also be advertised and sold through the County Sheriff's auction.



4. Governmental accounting principles require that sale proceeds be recorded in a revenue account, Sale of Assets. Departmental budget accounts will not be directly credited for such sale proceeds.

RESERVATION OF AUTHORITY

This Policy replaces and supersedes any previous County Purchasing Policy. The Board of County Commissioners reserves the right to alter, amend, add to or revoke all or part of this policy at any time.

ADOPTED BY MOTION ON THE 21st DAY OF June, 2015.



ROBERT ROWLAND, CHAIRMAN AYE

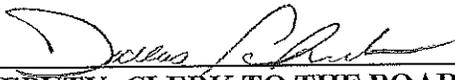


KELLY DORE, VICE-CHAIR AYE



LARRY ROSS, COMMISSIONER AYE

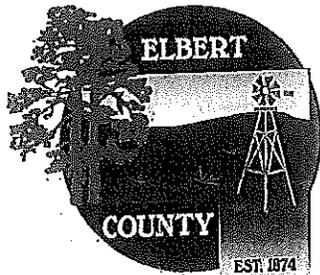
ATTEST: DALLAS SCHROEDER
COUNTY CLERK

BY: 

DEPUTY, CLERK TO THE BOARD



Exhibit A



ELBERT COUNTY GOVERNEMENT

COUNTY CREDIT CARD POLICIES AND PROCEDURES CARD HOLDER AGREEMENT

PURPOSE

To provide guidance to all Employees and Elected Officials who have been issued a County credit card as an alternate procurement method.

POLICY

General Information

The credit card program is designed as an additional procurement tool for individuals making purchases on behalf of the County for which the County is financially liable.

When using a county-issued purchasing card, the cardholder certifies that all purchases are within their spending authority and all purchases adhere to all County policies. Credit cards may be used to procure goods and/or services and pay for business-related travel expenses. Each credit card is issued to a named individual. Elbert County is clearly identified on the card as the buyer of the goods and/or services. All purchases are exempt from Colorado State and local sales tax.

The success of this program depends entirely upon the willingness and commitment of each individual cardholder to follow the policies and procedures established to govern the administration of this program. The level of trust inherent in this program requires that each cardholder be fully accountable for all purchases charged against the purchasing card and to take every precaution necessary to safeguard the card from unauthorized use.

Program Administrator

The Credit Card Program Administrator shall be the County Manager. The day-to-day administration of all credit cards will be conducted by the finance office. Any questions or issues with the credit cards should be



directed to the finance office. The County Manger shall have the authority to suspend any card holder for misuse and has all administrative authority over all credit cards.

The finance department should be contacted if any of the following situations occur:

- New card requests or changes to existing cards
- Questions regarding purchasing card policy and/or procedure
- Problems encountered with purchasing card use or merchant authorization
- Lost or stolen cards
- Cardholder transfer or termination

Eligible Cardholders and Card Request Information

All full and part time regular employees and elected officials are eligible to participate in the credit card program. Credit cards will be issued upon written authorization by the County Manager.

All card requests must specify the cardholder's name (as it should appear on the card).

All requests to make changes to a current credit card must be in writing.

Differences Between the County's Credit Card and a Personal Credit Card

The credit cardholder should be aware of the following differences:

Elbert County is responsible and liable for all charges made on a credit card. Unlike personal credit cards that have a limited liability if lost or stolen, the County is liable for all purchases made with a credit card until it is reported lost or stolen to the issuing bank.

There is no personal liability to the named cardholder unless the cardholder violates the terms of the card use set forth herein or as specified in the cardholder agreement.

All transactions charged to a purchasing card are billed directly to the County.

All credit cards should be treated with as much care as the cardholder would give to a personal credit card. All credit cards are County property and the cardholder is responsible for their security. All credit cards and related card information should be kept in a secure place; it is the responsibility of the cardholder to safeguard their card from inappropriate use by any other individual.

Cardholders should not knowingly use their credit card to make purchases for personal, family, or household purposes either for themselves or for others. If any such charges are inadvertently made, the cardholder must reimburse the County immediately.

Acceptable Uses

It is the responsibility of the cardholder to restrict the use of their credit card to legitimate and appropriate business-related purposes. The credit card should never be used to avoid or bypass the County's current purchasing limits.

Examples of purchases that would normally be considered appropriate uses of a County credit card include:

- Materials, supplies, equipment, and/or services required for normal and emergency operation of Elbert County business, while being subject to the annual contract awards
- Registration for conferences, conventions, seminars, and training



- Business-related transportation and lodging expenses

When placing a telephone, fax, or Internet order, always verify the availability of the item being charged, back orders should not be charged until they are available for shipment. Also, verify that the total cost, including freight, does not exceed the authorized transaction dollar limit and does not include Colorado State and local sales tax.

Unacceptable Uses

The following items are examples of purchases that would be considered an inappropriate and unacceptable use of a County credit card; this list is not considered to be all inclusive:

- Personal items and/or services
- Alcoholic beverages
- Gift cards
- Purchases over the cardholder's authorized transaction limit
- Circumventing the purchasing limits by dividing an order
- Cash advances, traveler's checks, and/or the use of an ATM
- Any merchandise, product, and/or service normally considered to be an inappropriate use of County funds and/or in violation of County policy.

In the event that it is suspected that a cardholder is using their credit card in an inappropriate manner, the County Manager will notify the responsible Department Director or Elected Official and discuss the reason for suspicion. If the Department Director or Elected Official concurs that the card has been used in a manner that violates this policy, the said credit card will be canceled and any inappropriate charges will be immediately reimbursed by the cardholder. Unresolved disputes will be directed to the County Attorney. Inappropriate use of a County purchasing card may result in disciplinary action up to and including termination.

Tax Exemption

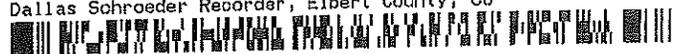
All transactions conducted within the State of Colorado are exempt from state and local sales tax. Please note that the County is not exempt from paying lodging taxes that might be incurred.

At the time of purchase the cardholder should advise the merchant that the purchase is for official County business and therefore is exempt from state and local sales tax. However, if the merchant insists on charging tax, the purchase may still be made but their refusal should be noted on the receipt.

Credit Card Use

Each cardholder account is set-up with certain controls in place that set limits on the dollar amount and types of goods and services that can be obtained. These limits will be determined by the County Manager. If a cardholder attempts to purchase goods or services that violate any of the control parameters placed on the card, the transaction will be declined before the sale is completed. If the card is presented to a merchant that is classified under one of the categories that has been restricted, the transaction will be automatically declined. If there is a question as to the reason why a transaction was declined, the finance office should be contacted for further information.

Purchases may be made by Internet, fax, mail, telephone, or in person. When placing an order via Internet, fax, mail, or telephone, request that the cardholder's name be noted on the shipping label to expedite delivery. A receipt should always be requested to be included with the order and the receipts retained for all



purchases.

All receipts must be turned in after the statement has been reconciled with an explanation of all charges. If a charge cannot be backed up by a receipt the cardholder shall be placed liable for the transaction.

All transactions are public record and are subject to review by internal staff and external auditors for compliance with sound business practices, County policies and procedures, and any applicable laws and regulations.

Documentation and Lost Receipts

The cardholder is responsible for obtaining itemized receipts for all purchasing card transactions. In many cases, when placing orders by phone or fax, the packing slip may provide the itemization needed. When an itemized receipt is not available, supporting documentation must accompany the receipt. If a receipt is lost, a hand written and signed receipt should be provided. However, under certain circumstances, the cardholder may be required to reimburse the County for any expenses for which an original detailed receipt is not provided. The County Manager will determine if additional documentation is required.

Returns, Credits, and Disputes

If a problem is encountered with an item or service that has been purchased, the cardholder should take the steps outlined below to remedy the situation. The cardholder should always keep in mind that they only have sixty (60) days from the original transaction date to request assistance from the issuing bank regarding a dispute.

The cardholder should first try to resolve the problem with the supplier/merchant. In most cases, disputes can be resolved in this manner. If an item has been charged but has not been received, the cardholder should contact the merchant to verify the shipment date. If the item has been or will be shipped soon, it is recommended that the charge be approved at the time of the statement. If the charge is approved and the merchandise is not received by the next statement date, the cardholder should contact the finance department to resolve the issue.

Change in Employment Status

Upon termination of employment, whether for retirement, voluntary separation, resignation, dismissal, or at the end of the term in office for an Elected Official, the cardholder will surrender their card to the finance department or the County Manager. The card with the embossed name of the terminated employee will be immediately cancelled with the credit card vendor.

In the event of a transfer to another department/division, the cardholder, with written approval from the new Department Director or Elected Official to the County Manager, may continue to use the same purchasing card. The cardholder may be asked to surrender their card at any time deemed necessary by the County Manager, Department Director or Elected Official.

Lost or Stolen Cards

If a purchasing card is lost or stolen, it is the responsibility of the cardholder to immediately contact the finance department. Issuance of the replacement card may take up to ten (10) business days; the cardholder will be contacted when the new card arrives. Prompt notification of lost or stolen cards is urged as it will help protect the County from fraudulent purchasing card use.



Credit Card Issuance Agreement

In signing this Credit Card Agreement, Card Holder signifies and acknowledges that he/she has been provided a copy of the Policies and Procedures governing the use of the Elbert County issued Credit Cards and has had an opportunity to review those policies and procedures. Card Holder agrees to all terms contained in the Policies and Procedures.

Signature of Card Holder _____

Date of Issuance _____

Card Holder Name _____

Card Holder Department _____

Credit Card Number Issued _____

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Dallas Schroeder Recorder, Elbert County, Co

