

 <b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b>	Developed by/Date: Maria Lucia Gonzalez 11/2017	Page: 1 of 3	Number: 3.4
	Reviewed by/Reviewed Date: Exec Staff 03/05/2018	Replaces:	Subject: Purchasing
Title: <b>CSA Purchasing Card Policy</b>		Approved: 03/05/2018	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

The Board of Supervisor’s approved the Stanislaus County Purchasing Card Policy on January 13, 2015 <http://intranet/departments/auditor-controller/auditor-files/policies/purchasing-card-policy-1-13-2015.pdf> and the revised County of Stanislaus Travel Policy on March 15, 2016 <http://intranet/departments/auditor-controller/auditor-files/policies/Travel%20Policy%20Approved%202016.pdf> to provide basic guidelines for County Departments. On January 10, 2017, the Board of Supervisors approved Board Agenda Item B-3, to remove the restrictions on purchases at O’Brien’s Market from the Stanislaus County Purchasing Card Policy.

County Department Heads are accountable to the Board of Supervisors and the public for the funds and assets entrusted to them. Each County Department Head is responsible for administering the basic County Purchasing Card and Travel Policy. The Community Services Agency policy clarifies and defines the specific needs of the department in accordance with County policy.

The following revised **CSA Purchasing Card Policy** approved by the CSA Executive Team on March 5, 2018 supersedes the Fiscal Year 2016-2017 CSA Purchasing Card and Travel Policy that was previously approved by the Executive Team on January 23, 2017.

**Policy**

**1. INTRODUCTION:**

All employees authorized to use a Purchasing Card are responsible for adherence to the County Purchasing Card Policy, County Travel Policy, CSA Purchasing Card Policy and the CSA Travel Policy. Purchases made with a County Purchasing Card are to be in accordance with these policies and the Auditor/Controller Purchasing Procedures, codes, standards, department procedures and any other applicable County policies.

**2. PURCHASE CARD AUTHORIZATION:**

A Stanislaus County Purchasing Card Authorization and Application Form must be completed with the employee agreeing to the terms and conditions of the County Purchasing Card Policy prior to the issuance of a County Purchasing Card. (Reference County Purchase Card

Policy, Section 1.3 Roles and Responsibilities, A. Cardholder and G. Misuse of Purchasing Card, and 2. Policies.)

The Department Head or designated Assistant Director approves all purchasing card applications and maintenance action forms.

**3. PURCHASING CARD LIMITS:**

CSA Purchase Cardholder Limits (up to)				
\$50,000	\$25,000	\$10,000	\$4,500	Maximum of \$2,000
Buyer & Storekeeper II	Office Services Manager	Facilities Staff Services Analyst	CSA Director	All Other CSA designated cardholders
Storekeeper I	IT EDP Purchasing Application Specialist III		Assistant Directors	
			Director's Confidential Assistant V	
			Manager III's & IV's	
			Support Staff who make travel arrangements	

**4. GENERAL GUIDELINES FOR ALLOWABLE PURCHASES & RESPONSIBILITIES:**

A valid appropriate County expense is approved and considered a business expense for public benefit, incurred while the employee is performing his/her duties and comply with the County Purchasing Card Policy, Section 2.3 Purchasing Card Usage and Restrictions.

Use of the Purchasing Card as a method of payment does not eliminate the need to comply with contracting, public works, or uniform accounting procedures.

**5. AGENCY APPROVED PURCHASERS:**

The Department Head is responsible for limiting the number of person(s) who may purchase supplies and direct customer goods to maximize discounts and operational efficiencies.

- **Office Services (OS) staff** are identified as the primary buyers for supplies, equipment, and direct customer goods for the agency (including online purchases). For direct customer purchases, it may be necessary for Office Services or Program staff to make the purchase for the customer. Appropriate approvals for the purchase will be required.
- **Managers:**  
May purchase books/materials for the department CSA staff library at conferences/trainings.

- **Designated Information Technology Staff:**

- May purchase on-line cellular hardware and /or Electronic Data Processing (EDP) (non-capital assets – items costing less than \$5,000 per item, including taxes, shipping, etc.) following County Purchasing Card Policy and GSA Purchasing Division Policies and Procedures Manual.
- May make one-time purchases as part of the child welfare research that can be accessed on-line with a credit card fee.

**Other Employees Authorized to Purchase:**

- The Human Resources Manager is authorized to purchase publication notices for personnel recruitment and fingerprinting fees.
- Adult Protective Services (APS), Child Welfare Services (CWS) and Emergency On-Call staff may use the Purchasing Card for direct customer purchases. The appropriate documentation will be submitted with the original receipt.

**6. DEPARTMENT HEAD RESPONSIBILITIES:**

Each month the Department Head or Department Head's designee(s) will certify compliance with 1.3 Roles and Responsibilities, Section B. Department Head, that all Purchasing Card charges are valid and appropriate County and/or Department expenses.

If it is determined by the Department Head that the Purchasing Card has been used for unauthorized or non-County Business purposes, the card holder shall reimburse the County in full within (10) days. Employees shall remit a personal check made payable to Stanislaus County CSA or cash for identified over-limits to the CSA Cashier, obtain a receipt, and provide this receipt to the Purchasing Card Accounting Technician. If the cardholder has not reimbursed the County as requested, the cardholder agrees that the County will offset all such unauthorized or improper charges through payroll deduction.