

Utah County Purchasing Card Policy and Procedures

POLICY

Utah County Purchasing Card Policy (Resolution 2024-211)

1. P-Cards are designed to provide an alternative, convenient, and efficient method for eligible purchasers to buy directly from suppliers within pre-approved authority levels and spending limits. P-Cards are not intended to be used to avoid or bypass purchasing policies, and all County purchasing policies apply to all P-Card transactions regardless of an individual Cardholder's card limits. P-Cards will be issued to Cardholders, (County employees, officials, or others representing the County) with permission from the employee's department head and the Purchasing Agent.

2. Cardholders shall be authorized to use their P-Card on eligible expenditures up to a single transaction limit, a daily transaction limit, and monthly limit. The single transaction limit is the total dollar value of any one single transaction and the daily transaction limit is the total of all transactions made to the card in a single day. The monthly limit identifies the cumulative total for a single month defined by the County's billing period.

3. Eligible Purchases

All County purchases through a P-Card must follow County policy. The County prefers that small-dollar purchases within a Cardholder's single transaction limit be made with the P-Card to reduce transaction volume, and to maximize the revenue share earned from the P-card provider.

Eligible purchases include:

- Goods, Equipment, Supplies, and Materials to support ongoing County operations;
- Goods, Equipment, Supplies, and Materials to support maintenance, repairs, and operations of County assets;
- Purchases related to employee travel;
- Purchases covered by the Policy for Food and Gifts for County Business.

Ineligible Purchases

The following purchases are not eligible for use on a P-Card:

- Purchase over the single transaction limit for Cardholder without specific approval from the Purchasing Agent;
- Split purchases where two individual transactions for the same (or similar) purchase exceed the single transaction limit;
- All Construction/Public Works Project purchases, as defined in Section 2.1.4 of the Procurement Policy;
- Purchase of capital assets (assets that cost more than \$5,000 and have a useful life of

more than one year);

Purchase by a department of goods that County policy requires to be purchased by the Information Services Department or the Public Works Department, unless specifically authorized by those departments.

4. P-card Responsibility

Appropriate use of the P-Card results in a Utah County liability, not a personal liability of the Cardholder. However, in the event of unauthorized use of the P-Card, the Cardholder may be required to reimburse the County for ineligible purchases and/or face additional discipline, per the County's P-Card Policy.

PROCEDURES

1. Requesting a Purchasing Card

To request a purchasing card, the department must complete the Purchasing Card Request Form ([P-Card Request Form](#)) and send the completed form to the Purchasing Agent at purchasing@utahcounty.gov. Before the card is issued, the card custodian(s) must complete cardholder training with the Purchasing Agent.

Cardholder training provides information about: (1) how to process card payments in the finance system, (2) the types of purchases that can and cannot be made, (3) reconciling transactions in the P-card Portal, (4) maintaining records, and (5) a general overview regarding the purchasing card program.

Distribution of purchasing cards should be limited to those employees who have a legitimate business need. Purchasing cards should not be provided to employees and officers who need only occasional or infrequent use.

2. Responsibility for the Purchasing Card

The Department Head is ultimately accountable for the physical control and use (expenditures, budgets, accounts, etc.) of any purchasing cards assigned to his/her department.

3. Custody of the Purchasing Card

The Department Head may serve as custodian of the purchasing card or may designate another employee to act as the custodian. The custodian is responsible for all activities involving the card including its safekeeping, creation of purchase orders, the obtaining of proper documentation for expenditures, and reconciliation of charges made. The Department Head may designate another employee to process the purchase for payment and reconcile the transaction in the P-card Portal. The custodian shall maintain a Purchasing Card Log Form ([P-Card Log Form](#)) to track who has possession of the card at any time. The custodian remains responsible for the card until a Transfer of Custodianship Request Form is processed ([P-Card Custodian Transfer Form](#)).

The purchasing card is the property of Utah County and must be kept secure at all times. If a card is lost or stolen, the custodian shall immediately notify the bank to cancel the card using the bank's lost or stolen notification phone number as shown on the card or on the Wells Fargo website. After the card has been canceled, the custodian shall immediately notify the Purchasing Agent. Prompt action in these circumstances can reduce the County's liability for fraudulent charges.

4. Sales Tax

As a governmental agency, Utah County is exempt from paying sales tax. Card users should advise vendors of the County's exempt status and ask vendors to omit charges for sales tax. A sales tax exemption certificate is available from the Purchasing Agent ([Utah County Tax Exempt Form](#)). Receipts should be checked immediately after a purchase is made to verify that sales tax has not been charged. If sales tax has erroneously been charged, card users should seek a refund of the tax from the vendor. In those cases where payment of sales tax is unavoidable, the sales tax paid should be recorded as a separate line item in the finance system. This will facilitate the County in seeking a refund of the sales tax from the State, if warranted.

5. Limits and Restrictions

Each purchasing card is assigned monthly, daily, and per-transaction credit limits as determined by the Purchasing Agent. A single purchase must not be split into multiple transactions to bypass card limits. If the authorized credit limits become insufficient to meet departmental needs, the card custodian may request via email or by phone a temporary increase from the Purchasing Agent. To request a permanent change to a credit limit, the department must complete the Utah County Purchasing Card Credit Limit Change Form ([P-Card Credit Limit Change Form](#)) and send the completed form to the Purchasing Agent at purchasing@utahcounty.gov.

Purchasing cards have been set up to block some transactions based upon a supplier's Merchant Category Code ("MCC"). If the purchasing card is presented to a supplier whose MCC is blocked, the transaction will be declined. If the purchasing card is declined and the card custodian or Department Head believes the declination should not have occurred, the custodian or Department Head should notify the Purchasing Agent. In some cases, the Purchasing Agent can add categories to the cardholder's profile if the category is necessary to make official County purchases.

6. Card Payments

Card payments are made through the purchase order process. The Procurement Policy allows for purchases up to \$10,000 on the P-card; however, Department Heads may elect to place lower credit limits on some cards. A requisition for all undisputed charges should be created as soon as possible, but no later than two weeks after the purchase, using the vendor "PCARD-WELLS FARGO CARD", vendor#19512.

Adequate descriptions must be included in the requisition so that it is clear what was purchased and why. Multiple items may be included on one line for a requisition if they are being charged to the same GL account and Object Code.

Once the requisition is created, the custodian should go to the P-card Portal and link the transaction. Requisitions may also be auto-generated within the P-card Portal rather than manually creating a requisition that is later linked to the transaction.

Once the items are received, the Purchase Order must be processed for payment in the finance system. The Purchasing Card Log Form should be maintained with the department's records in accordance with the State General Retention Schedule. Receipts for purchases that are not included on the requisition should not be submitted; they should be held to submit with the appropriate requisition.

Accounts Payable may also utilize the purchasing card as a means of payment for previously approved purchase orders.

7. Transaction Receipts

Custodians must verify that card users always submit an itemized receipt with card payment requests. The receipt must include, at a minimum, the vendor's name, quantity purchased, unit cost, description of purchase, and the transaction date. Any amount charged to a card which is not supported by an itemized receipt will not be approved. An employee who requests payment that cannot be adequately documented may lose the privilege of using the purchasing card and/or the amount charged may become the responsibility of the employee, to be repaid using personal funds.

In accordance with the County's accounts payable procedures, if no itemized receipt is submitted for a purchasing card charge, a Missing Receipt Form may be completed, signed, and dated by the cardholder and their Department Head. The Missing Receipt Form is available under the Help menu in the finance system. The form must be submitted with the card payment request. Excessive requests for exceptions may result in the loss of purchasing card privileges.

If the employee's or County's records don't agree with the card statement, the custodian shall, within 30 days after the close of the applicable monthly statement, contact the supplier to try and resolve the discrepancy. If the supplier agrees that an error has been made, the supplier will issue a credit to the card. If the supplier does not issue a credit to the card, the custodian shall, within 30 days after the close of the applicable monthly statement, dispute the charge using the bank's online credit card reporting application.

8. Audits/Reviews

Purchasing cards and related processes are subject to audits and reviews by the office of the Utah County Auditor or its agent.

9. Individual Credit Rating

The purchasing card program will not impact personal credit ratings when used according to these policies and procedures.

10. Cutoff Periods

The Wells Fargo statement cycle ends on approximately the 14th of each month.

Items purchased with the purchasing card must be received on or before December 31 to be charged to that year's budget. Items received after December 31 will be charged to the next year's budget. Vendors shall not be contacted to change shipping and/or delivery dates to be prior to December 31 if items were delivered after December 31. Any such request to a vendor is inappropriate and any employee making such a request is subject to the employment disciplinary process.

11. Purchasing Card Process

1. An employee needing to use the card will check the card out from the card custodian and sign the Purchasing Card Log Form. The purchaser is responsible for any activity that occurs while he/she has temporary custody of the card.
2. The purchase is made online or directly with the vendor.
3. The purchaser returns the card to the custodian. The custodian will acknowledge the return of the card by signing the Purchasing Card Log Form. The purchaser must submit an itemized receipt. When payment is issued, the custodian will review the receipt to ensure that purchases were made in compliance with the Utah County Procurement Policy.
4. The department either creates a requisition and then reconciles the purchase in the P-card Portal or auto-generates a requisition within the P-card Portal.
5. After receiving the merchandise, the department submits the purchase for payment through the financial system.

If there are charges on the statement that do not appear to be valid purchases, the department should first contact the vendor to investigate further. If the charge is not valid, the department must contact Wells Fargo to dispute the charge.

The department should monitor the P-card Portal on a regular basis to ensure that there are no lingering charges without a PO and to ensure that unauthorized charges are not made to the account. Purchase Orders should not be processed for payment until the charge to the card has been verified. All charges should be reconciled within 30 days, with the exception of pre-paid travel expenses where the travel has not yet been accounted for.

12. Travel Expenses

Utah County Purchasing cards may be used to pay for approved travel expenses in accordance with Utah County travel policy.