



## GENERAL ORDER

### Procurement Card Guidelines & Procedures

#### Purpose and Scope

This order establishes Departmental guidelines and procedures for purchases made using the Sacramento County Procurement Card (P-Card) in accordance with the County of Sacramento Procurement Card Program Guidelines and Procedures Manual, dated July 22, 2014 (County P-Card Manual).

#### Affected Personnel

Probation Department Employees

#### Effective Date

June 1, 2019

#### I. Request to Purchase

- A. All procurement card purchase requests must be requested using the *P-Card Request for Approval* form (attached).
  1. Single purchase transactions must be under a total of \$1,000 (max amount includes tax & shipping).
  2. With Purchasing's approval, cardholders may have a single transaction purchase limit of \$2,500 based on activity.
- B. The form must have detailed information stating the justification of purchase and which cost center (division) should be charged. If unsure, requestor should verify with the Fiscal Services Division for correct account coding information.
- C. Request must include total estimated cost, suggested vendor, suggested website (if online purchase) and the address where the goods should be delivered.
- D. All P-Card authorization forms must be signed and approved by the division manager Chief Deputy (CD) or Assistant Chief Deputy (ACD) prior to the request being submitted to Fiscal Services.

#### II. Guidelines for P-Card Holders

- A. P-Card holders must never save their credit card information online.

- B. It is the cardholder's responsibility to safeguard the Procurement Card records and Procurement Card account number at all times. This includes keeping his/her P- Card in a secure location at all times and not allowing anyone else to use his/her P- Card.
- C. P-Card holders may not purchase any prohibited items as specified in the County P-Card Manual, unless there is an approved exemption from the Department of Finance.
- D. P-Card holders must contact the vendor if the tax is incorrectly calculated by the vendor in order to adjust the amount correctly prior to processing the statement for payment.
- E. Statements are usually available to cardholders online around the 22<sup>nd</sup> day of each month. P-Card holders must review and reconcile their statements as soon as possible after receiving to confirm that all purchases are true, accurate and free of fraud. (Fraudulent purchases require notification to US Bank immediately).
- F. P-Card holders must complete the *Tax Accrual* form and have their approving official review and approve all purchases and documentation. P-Card holders must turn their statements and all supporting documentation (receipts, etc.) into their Fiscal Services billing contact by the 5<sup>th</sup> of the following month.
- G. Both the cardholders and the approving officials must sign the statement and the *Tax Accrual* form.
- H. P-Card holders must comply with all P-Card guidelines and procedures as specified in the County P-Card Manual. Failing to adhere to the guidelines and procedures may result in penalties as specified in Appendix G – Penalty Guidelines, of the County P-Card Manual.
- I. The designated P-Card Deputy Auditor Controller (DAC) within the Fiscal Services Division reviews and audits the P-Card packet on a monthly basis prior to submitting to the County Dept. of Finance for payment.
- J. Once the DAC reviews, approves and signs all forms, the billing contact makes the necessary updates to the COMPASS system using the information on the forms and then submits the signed tax accrual forms and any related documentation to the Finance department by the 9<sup>th</sup> of each month.

### **Reference**

County of Sacramento Procurement Card Program Guidelines and Procedures Manual, July 22, 2014 (<http://inside.dgs.saccounty.net/capsd/Pages/pcard.aspx>).

**Attachment**

P-Card Request for Approval Form

**Amends/Replaces**

New

**Approved By**



**Date**

7/2/19

Lee Seale, Chief Probation Officer

# P-Card Request for Approval

Request Date: \_\_\_\_\_

Requestor \_\_\_\_\_

Division: \_\_\_\_\_

Item Details: \_\_\_\_\_

Quantity: \_\_\_\_\_

Ship To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred Shipping: \_\_\_\_\_ (Overnight, 2-day, Ground, Any)

Suggested Vendor \_\_\_\_\_

Website/URL: \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Justification: \_\_\_\_\_  
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Manager Approval: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_