

## Procurement Credit Cards

### 206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures with respect to procurement credit cards (P-cards) and their usage. This policy applies to all department employees utilizing P-cards.

### 206.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Riverside County Board of Supervisors Policy A-62;
- Riverside County Board of Supervisors Policy A-18;
- Riverside County Ordinance 459, Procurement Card Program.

### 206.3 POLICY

The Riverside County Probation Department implemented a P-card program in order to streamline the traditional paper and labor-intensive procurement process for small-dollar purchases. It is not intended to and will not be used to circumvent any existing statutes or laws, nor is it to be used to circumvent any County or Purchasing procurement procedures and policies.

P-cards should be used only for specific purchases and within specific dollar limits. The cardholder is the only one authorized to use the card. Intentional use of the P-card for other than “Official Use Only” will be considered an attempt to commit fraud against Riverside County. The cardholder will be personally liable to Riverside County for the amount of any non-approved purchases.

The approving authority is charged with the responsibility of determining the necessity for P-card usage with due regard for minimizing costs and for expediting the procurement process.

### 206.4 PROCUREMENT CARD REQUESTS

All P-card requests submitted to the Fiscal Services Division (FSD) should include the following:

- (a) Approval from the Division Director or designee and Chief Deputy.
- (b) The cardholder’s legal name as it appears on his/her driver’s license.
- (c) The purpose of the request.

Upon receipt of a P-card request, the designated Procurement Card Program Coordinator assigned by the FSD will:

- (a) Complete the Procurement Card Request form.
- (b) Submit the Procurement Card Request form to the Chief Probation Officer or designee for approval.
- (c) Submit the approved Procurement Card Request form to the County Procurement Card Coordinator.

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- (d) Facilitate training for all new P-card cardholders, to ensure compliance with program policies and procedures.

Once approved for the issuance of a P-card, the cardholder must sign the completed “Cardholder Agreement” prior to taking possession of the P-card. A copy of the Cardholder Agreement will be maintained by the FSD.

### **206.5 USE OF THE PROCUREMENT CREDIT CARD**

For each use of the P-card, the cardholder shall complete a Purchase Authorization form (PAF) and obtain approval before said purchase. The purchase should also be verified with the departmental Buyer to ensure compliance with purchasing policies and procedures. When making the purchase, the cardholder should obtain a receipt and verify it for accuracy.

The cardholder shall log all purchases as they occur on the monthly “Procurement Card Payment Package” or computer generated copy of the manila envelope. They should review and reconcile all documentation and notify U.S. Bank Customer Service of any billing discrepancies posted to their “Statement of Account” that cannot be resolved with the merchant. The cardholder shall submit the signed “Statement of Account” and the “Procurement Card Payment Package” to the designated P-card approver in a timely manner.

### **206.6 BILLING**

The designated P-card approver should ensure P-card cardholders comply with County and departmental policies and procedures. The approver should review and reconcile all supporting documentation.

The approver’s signatures on the cardholder’s “Statement of Account” and the cardholder’s “Procurement Card Payment Package” will be evidence of the approver’s acceptance.

The approver is responsible for submitting each completed and signed P-card package to the FSD no later than the 12th day of each month.

All payments will be processed by the FSD no later than the 18th day of each month to avoid late fees and finance charges.

### **206.7 LOST OR STOLEN PROCUREMENT CREDIT CARD**

In the event of a lost or stolen P-card, the cardholder should immediately contact U.S. Bank Customer Service. Additionally, if the P-card is stolen, the cardholder should immediately contact the appropriate law enforcement agency(ies).

Cardholders are responsible for immediately notifying their approver and the designated FSD Program Coordinator. The cardholder should complete the Lost or Stolen Procurement Card form (attachment) and forward the document to their approver for review and signature. Completed Lost or Stolen Procurement Card forms should be submitted to the County Procurement Card Coordinator.

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### **206.8 PROCUREMENT CREDIT CARD CANCELLATION**

The FSD should be notified immediately if a P-card cardholder is no longer a department employee, is relocated to a new assignment, or the employee is placed on administrative leave. A request for P-card cancellation, accompanied by the P-card, should be submitted to the FSD by the Division Director or designee.

The designated FSD Program Coordinator will contact the County Procurement Card Coordinator to request that the current card be cancelled. The FSD Program Coordinator will submit a memorandum to the County Procurement Card Coordinator, indicating which card number and cardholder is being cancelled.

Date(s) revised: 04/06/2016

Created: 01/13/2011

Attachments:

[1. Lost or Stolen Procurement Card form.pdf](#)

## Attachments

## **Lost or Stolen Procurement Card form.pdf**



**COUNTY OF RIVERSIDE  
PROCUREMENT CARD PROGRAM**

**ATTACHMENT M**

**LOST OR STOLEN PROCUREMENT CARD**

<b>Cardholder Name</b>	<b>Card Number</b>	<b>Date Lost or Stolen</b>
<b>Cardholder Address</b>		

**Circumstances**

**Called U.S. Bank: Date & Time**

List purchase(s) made on the day lost or stolen:

Vendor	Location	Description	Amount

If stolen did you inform the proper enforcement authority(ies):  Yes  No

<b>Name of Agency</b>	<b>Date</b>
<b>Report Number</b>	<b>Name and Phone # of Individual That Took Report</b>

<b>Cardholder</b> <i>(Print and Sign)</i>	<b>Date</b>
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<b>Approver</b> <i>(Print and Sign)</i>	<b>Date</b>
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