

**Grand Traverse County  
Procurement Card Policy**



- I. **Policy Statement:** This Policy is established by the Board of Commissioners to authorize the use of procurement cards by authorized County staff in order to support efficient government operations.
- II. **Statutory Authority:**
  - A. Public Act 266 of 1995 requires adoption of a written policy regarding the issuance and use of County procurement cards.
  - B. The Board of Commissioners may establish rules and regulations to manage the interest and business of the County under Public Act 156 of 1851 [MCLA 46.11(M)].
  - C. In 1996, the Board of Commissioners designated the County Administrator to be responsible for the County's issuance, accounting, monitoring, and retrieval of procurement cards.
- III. **Related Policies and/or Procedures:** Procedures for the Authorization and Use of Procurement Cards; Purchasing Policy and Procedures
- IV. **Historical Application:** This Policy supersedes the "Credit Card Policy" amended June 6, 2006.
- V. **Exclusions: The following exclusions apply: None.**
- VI. **Implementation Authority:** The County Administrator is authorized to establish the necessary procedures to effectuate the implementation of this policy.
- VII. **Policy Standards:** The following standards shall apply to all purchases, without exception.
  - A. Procurement cards may only be used for the purchase of goods and services necessary to carry-out official County business.
  - B. Procurement cards may be utilized if authorized for travel expenses or purchases where it can be substantiated that use of a procurement card was in the best interest of the County.
  - C. Procurement cards may not be utilized to purchase fuel. Departments must request gas/fuel cards from Finance in order to be tax exempt purchases.
  - D. For all procurement card transactions, the authorized individual using the card, will submit to the Finance Department all documentation necessary to satisfy IRS requirements for employee business expenses.
  - E. Procurement Card statements and invoices will be subject to existing internal controls related to purchasing and the disbursement of County funds.
  - F. The authorized limit for any procurement card shall not exceed \$10,000.
  - G. The employee or official issued a County procurement card is responsible for its protection and custody, and shall immediately notify the County Administrator and Finance Department if a card is lost or stolen.
  - H. Unauthorized use of a County procurement card will subject the employee or official to disciplinary measures including termination consistent with County policy and applicable statutes.
  - I. Failure to comply with this policy will result in the immediate withdrawal of authorization to utilize the procurement card.
- VIII. **Policy Review:** This Policy shall be reviewed at least every three years by the County Administrator or designee.