

Grand Traverse County
Procedures to Implement the Procurement Card Policy



- I. **Procedure Name:** *Procedures to Implement the Procurement Card Policy*
- II. **Related Policy and/or Procedures:** Procurement Card Policy, Purchasing Policy, Purchasing Procedures
- III. **Standards of Procedures:**
 - a. The County Administrator or designee shall authorize the issuance of all Procurement Cards in writing.
 - b. The Finance Department shall retain all authorizations and associated limits.
 - c. Department Directors are responsible for all procurement cards which are issued to their department or staff.
 - d. Any staff that are issued a Procurement Card must sign a “*Card Holder Acknowledgement Form*” to acknowledge that they have read and understand the policies and procedures for the use of procurement cards.
 - e. Non-compliance with either the Policy or Procedures will result in immediate cancellation and closure of the procurement card. Reinstatement is subject to the discretion of the County Administrator.
- IV. **Operational Standards:**
 - a. All purchases conducted with a County issued procurement card shall comply with all standards and established in the Procurement Policy and associated Procedures.
 - b. Department Directors shall formally request issuance of all new cards through the Finance Department with the appropriate approval from the County Administrator.
 - c. The following limits shall apply for all Procurement cards:
 - i. County Administrator: \$10,000
 - ii. Finance Director \$10,000
 - iii. Department Head and County Administrator Authorized Employee: \$2,500
 - d. Adjustments to Procurement Card Limits: The County Administrator or designee may temporarily increase the limit on a card to effectuate a necessary purchase. Such authorization to change the limits must be provided in writing by the County Administrator.
 - e. Monthly Reconciliation: Each individual issued a procurement card must provide the following to the Finance Department:
 - i. Detailed Receipts or Invoices are required to be submitted on a monthly basis to the Finance Department.
 - ii. Procurement Card statements will be processed for payment by Finance upon receipt of proper documentation.
 - f. Credit card balances, including late fees, shall be paid when due as indicated per the statement.
- V. **Exclusions to Procedures:** The County Administrator may adjust, amend, or provide an exclusion for the above stated procedures in order to effectuate a better or more efficient use of the procurement cards.
- VI. **Review of Procedures:** These procedures should be reviewed at least every three years, updated, and redistributed as necessary.