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#### 4. Other Conditions

- a. Sales tax may not be charged by the vendor. If necessary, provide the vendor with a sales tax exemption certificate.
- b. All items purchased over-the-counter must be immediately available. No back ordering is allowed.
- c. All items purchased during one telephone transaction must be delivered in a single delivery. If an item is not immediately available, no back ordering is allowed.
- d. All items purchased by telephone must be delivered by the vendor within the 30-day billing cycle. The order should not be placed without this assurance.
- e. No purchases shall be made from a foreign supplier requiring foreign currency.

#### 5. Prohibited Uses of P-Cards

- a. Cash advances
- b. Capital items\*
- c. ~~Any additional goods/services~~ Goods or services specifically restricted by CSC Leon purchasing policy, if any.
- d. Any purchases from a foreign supplier requiring foreign currency
- e. Telephone calls
- f. Personal, Family or Household items
- g. Purchases from vendors which create a conflict of interest

\* For purposes of this policy, the term "capital items" means capital assets that have initial useful lives extending beyond a single fiscal year such as real property, vehicles, buildings, equipment, and of which the cost is normally depreciated over more than one fiscal year according to generally accepted accounting principles applicable to local governments.

#### C. Disputes

1. If items purchased with the P-Card are defective, the cardholder must return the item(s) to the vendor for replacement or credit. If the service paid for with a P-Card is faulty, the vendor must be notified and asked to correct the situation or provide a credit. If the vendor refuses to replace or correct the faulty item or service, the purchase will be considered in dispute.

