

RESOLUTION NO. 2023-02

A RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY AMENDING THE P-CARD POLICY ADOPTED BY RESOLUTION NO. 2022-04; AUTHORIZING, RATIFYING AND CONFIRMING THE ISSUANCE OF A P-CARD TO, AND THE USE OF SUCH P-CARD BY, THE DIRECTOR OF FINANCE AND OPERATIONS; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY AS FOLLOWS:

SECTION 1. AUTHORITY. This Resolution of the Children's Services Council of Leon County ("CSC Leon") is adopted pursuant to Ordinance No. 2018-13 adopted by the Board of County Commissioners of Leon County, Florida on June 19, 2018, as approved by the electorate of Leon County at the general election conducted on November 3, 2020, section 125.901, Florida Statutes, chapter 189, Florida Statutes, and other applicable provisions of law.

SECTION 2. FINDINGS. It is hereby ascertained, determined and declared as follows:

(A) The Governing Council of CSC Leon (the "Governing Council") adopted Resolution No. 2022-04 to approve a policy for the procurement and use of P-Cards by CSC Leon staff.

(B) In accordance therein, CSC Leon staff obtained P-Cards from Prime Meridian Bank.

(C) The Governing Council desires to amend the P-Card policy approved by Resolution No. 2022-04 as provided herein, based on recommendations of the Executive Committee.

SECTION 3. AMENDED P-CARD POLICY. The amended P-Card policy attached hereto as Appendix A is hereby adopted and approved. Additional text therein is indicated by underline and deleted text is indicated by ~~strikethrough~~.

SECTION 4. P-CARD FOR DIRECTOR OF FINANCE AND OPERATIONS. The Issuance of a P-Card to, and the use of such P-Card by, the Director of Finance and Operations of CSC Leon is hereby authorized, ratified and confirmed.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

DULY ADOPTED this 26 day of June, 2023.

**CHILDREN'S SERVICES COUNCIL
OF LEON COUNTY**

Chair

ATTEST:

Executive Director

[SEAL]

APPENDIX A

CSC LEON P-CARD POLICY

(Revised May 2023)

1. SCOPE:

These procedures apply to all transactions made with a CSC Leon P-Card.

2. GENERAL:

The use of a P-Card by CSC Leon and certain members of its staff is designed to improve efficiency in processing small dollar purchases from any vendor that accepts credit cards.

This program will allow the cardholder to purchase approved commodities and services directly from CSC Leon's vendors. Each P-Card is issued to a named employee, and CSC Leon is clearly shown on the card as the governmental buyer of the goods or services.

The Executive Director is responsible for the implementation, execution and performance of this policy. Every purchase made with a P-Card shall be subject to the purchasing policy approved for CSC Leon by the Governing Council pursuant to Resolution No. 2021-01, as may be amended from time to time.

3. OBJECTIVES:

- A. To provide CSC Leon staff with an efficient method of purchasing and paying for goods or services not exceeding \$10,000 per purchase/transaction/job/project.
- B. To reduce the use of petty cash and blanket purchase orders.
- C. To ensure P-Card purchases are in accordance with CSC Leon's policies and procedures and with the Florida Statutes.
- D. To reduce the time spent by personnel processing small dollar transactions.
- E. To ensure that CSC Leon bears no legal liability from inappropriate use of P-Cards.

4. AUTHORIZATION:

When the purchase authorization is requested by the supplier at the point of sale, the P-Card system may validate the transaction against preset limits established by the financial institution which provides the P-Cards (the "Bank"). Transactions may be approved or declined (electronically) based on the established purchase card authorization criteria. The authorization criteria may be adjusted periodically as needed and may include but are not limited to the following:

- A. Number of transactions allowed per day.
- B. Number of transactions allowed per month.
- C. Single purchase limit.
- D. Monthly spending limit.
- E. Approved merchant category codes.

The authorization process occurs through the electronic system that supports the P-Card processing services under the agreement established between the CSC Leon and the Bank.

5. RESPONSIBILITIES:

The following is a summation of the responsibilities of all CSC Leon staff members authorized to use a P-Card hereunder:

- A. The P-Card shall be used only in strict conformity with the terms and conditions of the cardholder agreement entered into between CSC Leon and the Bank and with CSC Leon purchasing policy.
- B. Hold and secure P-Cards
- C. Order materials and services.
- D. Inform vendor of tax-exempt status prior to processing sale transaction. It is the responsibility of the cardholder to ensure that sales tax is not charged. Failure to ensure that sales tax is removed will result in disciplinary measures.
- E. Obtain all sales receipts and forward to the Executive Director or Finance Director (if applicable) for authorizing approval.
- F. Log phone orders and request receipts.
- G. Identify disputed charges.
- H. Verify any applicable discount has been deducted by vendor.
- I. Upon termination or transfer of employment, return the P-Card to the Executive Director or Governing Council as applicable.

The Executive Director shall be responsible for the following:

- A. Coordinate program policy issues including revisions to the program.
- B. Participate in resolving billing disputes.
- C. Coordinate and maintain internal controls.
- D. Receive all charge receipts, invoice batches and necessary documentation from all cardholders.
- E. Receive approved charge receipts from all cardholders.
- F. Confirm that all charges are authorized and all purchases are in conformance with CSC Leon's purchasing policy.
- G. File and store statements, receipts, etc.
- H. ~~Provide weekly or monthly statements to the Governing Council concerning purchases made with the P-Card.~~

6. PROCEDURES:

- A. Assignment and Control of the P-Card
 - 1. The P-Card will have the employee's name, CSC Leon's name, CSC Leon's tax exemption number and the expiration date. The P-Card issuing company will not have individual cardholder information other than the cardholder's work address. No credit records, social security numbers, etc., of the cardholder will be maintained.
 - 2. Lost or Stolen P-Cards
 - a. If a P-Card is lost or stolen, the cardholder must immediately notify the Bank.

- b. The cardholder will be responsible for reporting all information necessary to the Bank and law enforcement (in the case of a stolen card) to reduce the liability to CSC Leon for a lost or stolen card.
- c. Lost or stolen cards may result in progressive disciplinary measures.

B. Limitation on Use of P-Cards

1. Cardholder Use Only. The P-Card may be used only by the employee whose name is embossed on the card. No other person is authorized to use the card.
2. CSC Leon Purchase Only. The P-Card is to be used for CSC Leon-authorized purchases only. The P-Card cannot be used for any personal use. Any such use will require immediate reimbursement and will result in disciplinary action which may include dismissal.
3. Dollar Limitations.
 - a. For the Executive Director: single purchase limit of \$10,000 and a 30-day limit of \$15,000.
 - b. For the Administrative Services Director and the Director of Finance and Operation: single purchase limit of \$5,000 and a 30-day limit of \$7,500. Notwithstanding anything herein to the contrary, single purchases by the Administrative Services Director or the Director of Finance and Operation in excess of \$300 shall require pre-approval, in writing, by the Executive Director. Such written pre-approval may be effectuated by email or other electronic means and shall constitute a public record of CSC Leon.
 - c. Expenditures shall also be subject to any additional dollar or frequency limitations set forth in the authorization criteria established by the Bank as described in Section 4.
 - d. A purchase may be made of multiple items, but the invoice cannot exceed \$10,000 without a purchase order issued prior to purchase, or the cardholder's limit if less than such amount. Payment for purchases can not be split to stay within the single purchase limit or to avoid the procurement threshold set forth in CSC Leon purchasing policy.
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.
 - f. Monthly statements concerning purchases made with P-Cards shall be provided to the Treasurer.
5. Prohibited Uses of P-Cards
 - a. Cash advances
 - b. Capital items*

- c. Any additional goods/services specifically restricted by CSC Leon purchasing policy
- 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 with a useful life of more than one year and the cost of which 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.
2. If the P-Card has been charged for an item not received, then a Cardholder dispute form must be completed by the cardholder and sent or faxed to the Bank.

D. Abuse/Violations

1. Participation in the CSC Leon P-Card Program is a convenience that carries responsibilities along with it. Although the card is issued in a cardholder's name, it is CSC Leon property and should be used with good judgement. Improper use of the card can be considered misappropriation of CSC Leon funds which may result in disciplinary action, up to and including termination. Cardholders are expected to comply with internal control procedures in order to protect CSC Leon assets. This includes keeping receipts, resolving discrepancies and following proper card security measures.
2. Misuse of the P-Card may result in disciplinary or other appropriate action up to and including dismissal. Misuse and violations will result in revocation of P-Card privileges and may result in termination of employment for cause.
3. Abuse, misuse, and violations include, but are not necessarily limited to the following:
 - a. Purchase over \$10,000 without obtaining a purchase order.
 - b. Purchase of unauthorized or prohibited items/services
 - c. Multiple transactions to circumvent purchasing procedures.
 - d. Failure to provide proper documentation, receipts invoices etc.
 - e. Purchase of capital outlay items.
 - f. Purchase from vendors, which create a conflict of interest.
 - g. Personal, family or household charges.
 - h. Allowing another person, other than the cardholder, to use the card.
 - i. Failure to report a lost or stolen card in a timely manner.