



Purchasing Card Policy

For:

**ROCKINGHAM COUNTY
VIRGINIA**

*Adopted:
February 23, 2022*

Purchasing Card Policy

Rockingham County, Virginia

February 2022

Section 1. Overview

The Purchasing Card Program provides another service within our existing purchasing system to better support your operating needs. All purchasing cards will be issued by the Finance Department.

Rockingham County has entered into an agreement with Bank of America to provide Visa brand cards for our program. Visa is widely accepted, and we anticipate that the purchasing card program will reduce the time and money the County spends processing small-dollar purchases.

Purchasing cards will be issued to departments and/or individuals as authorized by the Director of Finance. The individual/department is then known as the “cardholder”. After initial implementation, card requests may be submitted to the Finance Department.

Section 2. Program Parameters

Each purchasing card will have a per transaction dollar limit. This limit will not exceed \$5,000 (including any applicable taxes and shipping charges). A monthly billing cycle limit of \$5,000 will also apply to all cards. The 2nd of each month is the closing day for each billing cycle. Where justification can be made to support higher limits, some exceptions may be granted. Additional limits such as number of transactions per month, etc. may also be established as deemed appropriate by the Director of Finance.

Purchasing cards may **not** be used for personal purchases or for cash advances. They may **not** be used for purchases of computers and related items which are all procured by the Department of Technology.

Use of the purchasing card for travel and meal expenses **MUST** follow all guidelines of the County’s Travel and Expenses Policy. See Rockingham County Employee Handbook for additional information.

Section 3. Cardholder/Department Responsibilities

The Department Director will be responsible for providing the Finance Department a list of those employees authorized to receive purchasing cards. Any request for new cards must be sent to the Finance Department.

Maintenance of an accurate record of card transactions is imperative. Information regarding the nature of **each** purchase must be documented, using the Bank of America Works Program and on the receipt or on an attachment. This should include, but not be limited to, those persons who benefit from the purchase, such as persons receiving meals, if applicable, the event being held, or a case number if such is available. **All receipts must be kept to match to the monthly statement and must include a description of the purchase as outlined above..** Departments must submit **original receipts to the Department of Finance** with their monthly statement. In the event that a

receipt is lost, departments must contact the vendor and request a duplicate receipt. Employees that persistently neglect to obtain receipts, or lose receipts and use affidavits may lose the privilege of using a purchasing card. Fraudulent use or misuse of the card will result in disciplinary action which may include termination.

The monthly statement must be signed by the Department Director/Manager, indicating review and approval, prior to submission to the Department of Finance. If an order is placed by telephone, it is important to request that an itemized receipt be mailed to the cardholder. The cardholder must use the purchasing card for legitimate business purposes only. Misuse of the card will subject the cardholder to disciplinary action or termination for cause. The cardholder is responsible for submitting any information to the Director of Finance regarding purchases that are requested as the result of any internal audit. The cardholder must:

- Ensure purchasing card is used for legitimate business purposes only.
- Maintain the purchasing card in a secure location at all times.
- Adhere to the purchase limits and restrictions of the purchasing card.
- Notify vendors at the point of purchase that purchases are exempt from sales tax. The County is **not** exempt from the prepared food and beverage tax nor the lodging tax. If taxes are charged it is the responsibility of the cardholder to receive credit.
- Verify orders. Be sure you get what you are paying for and that you are charged the correct amount.
- Obtain receipts or other documentation for items returned for credit and/or exchanged.
- Make sure that an itemized receipt is obtained, documenting all items purchased. This may be a separate item of documentation from the charge slip, or the charge slip may reflect each item purchased.
- Reconcile the monthly cardholder statement, enter the required information into the Bank of America Works program, and the supporting documentation. Obtain management approval of this and forward to the Department of Finance.
- Do not accept cash in lieu of a credit to the purchasing card account.
- Immediately report a lost or stolen card to Bank of America.
- Return the purchasing card to departmental liaison upon terminating employment with Rockingham County or transferring departments within the County.
- Monitor budgets and do not overspend accounts.

Do NOT give the card number to vendors to keep on file!

Section 4. Individual Cards

If a purchasing card is assigned to an individual, that individual will be responsible for the security of the card and for the maintenance of the Reconciliation Form. Authorized signers should be aware of the possibility of fraudulent use of the card and should make every effort to keep the card secure. Users should request the carbons at point of sale and keep the card number from being duplicated except during valid use. It is the responsibility of any individual coding transactions on the Reconciliation Form to enter all information regarding the funding sources including Fund, Department, and Object.

Section 5. Disputed Transactions

The cardholder will be responsible for resolving any dispute at the merchant level prior to contacting the Director of Finance. If merchandise is returned or if there is an adjustment to the charge, a copy of the credit slip shall be forwarded to the Department of Finance with the monthly records. If the dispute cannot be resolved at the merchant level, it should be fully documented in writing. Timeliness of the reporting of errors and problems is imperative as only 60 days from the billing date is allowed to resolve errors. When disputes arise, the County must initially pay for the disputed item. If the dispute is resolved in the County's favor, a credit will be applied on the subsequent month's bill. The item in question should be noted on the monthly submission to the Department of Finance.

Section 6. Declined Cards

If your card is declined at a point of sale, please make your purchase using another method. Call the Director of Finance to report that your card was declined and the name of the vendor who declined it as soon as possible. The Director of Finance will contact Bank of America to determine if there is a problem. You will be notified as to why the card was declined. Reasons could include the vendor does not accept VISA, you are blocked from using the merchant category code the vendor is associated with, or you may have exceeded a dollar or transaction limit.

Section 7. Purchasing Card Maintenance and Closure

All contact with Bank of America for card set up, maintenance and closure will be handled by the Director of Finance. Any changes must be reported to the Director of Finance. The Director of Finance is required to close an account if a cardholder: (a) moves to a new job in which purchasing is not part of required duties, (b) terminates employment or (c) for any of the following reasons which will also subject cardholder to disciplinary action in accordance with County Policies and Procedures relating to disciplinary action and termination for cause:

- The purchasing card is used for personal or unauthorized purposes.
- The purchasing card is used to purchase alcoholic beverages or any substance, material or service which violates policy, law or regulations pertaining to the County.
- The cardholder allows the card to be used by another individual without departmental approval.
- The cardholder splits a purchase to circumvent the limitations on the purchasing card.
- The cardholder fails to provide the required card slips and invoices.
- The cardholder fails to provide, when requested, information about any specific purchase.
- The cardholder does not adhere to all of the purchasing card policies and procedures.

CARD ACTIVATION IS REQUIRED – this is the last 4 digits of your SS#

Any questions concerning Purchasing cards can be directed to Finance department at 540-564-3010.

RECEIPT OF PURCHASING CARD POLICY

I acknowledge receiving my copy of the Rockingham County Purchasing Card Policy and I agree to read and comply with all responsibilities stated in the policy.

Date

Employee's Signature