



ADMINISTRATIVE PROCEDURES

TITLE: Establishment and Use of Procurement Cards		PROCEDURE #: 909-A
DEPT: Finance		DIVISION:
EFFECTIVE DATE: 10/08	REVIEWED: 09/16	REVISED: 04/17

OBJECTIVE: To establish standardized procedures and guidelines for the County's Procurement Card (PCard) Program.

REFERENCE: Policy #909

POLICY STATEMENT: This policy, in conjunction with Policy 901 Public Contracting Rules and Procedures 901-A, establishes a sound and responsive procurement card program based on public contracting code for the purchase of small dollar goods and/or services, as defined in the Marion County Public Contracting Rules, Section 20-0265 Small Procurements, required to conduct the county's business.

APPLICABILITY: All county departments and employees.

PROCEDURES: Procedures implemented for Policy #909 shall include detailed steps for the following areas:

1. Overview of Program
2. Definition of Roles and Responsibilities
3. Assignment and Control of Procurement Cards
4. Procedures for Making Purchases
5. Pre-Payment Review and Audit of All Transactions – Daily & Monthly
6. Payment of Monthly Expenditures
7. Handling of Lost/Stolen Cards, Declines and Fraudulent Use
8. Consequences for Non-Compliance with Program Policy and Procedures

The detailed procedures can be found in the [Marion County Procurement Card User Manual](#) located on the Finance Department's Intranet website.

ATTACHMENT: Marion County Procurement Card User Procedures Manual