

Approved: December 22, 2020
Resolution No. 20-81

A. Introduction

Ogemaw County Procurement Card Program has been established to provide a convenient means with which to make purchases and at the same time reduce the costs associated with initiation and payment for those purchases. The County Treasurer is responsible for managing the program and each department is responsible for managing its cardholder accounts.

B. Parties Involved

1. Card Issuer - First National Bank of Omaha services include: issuing MasterCard Procurement Cards to Ogemaw County Employees, providing electronic transaction authorizations, and billing Ogemaw County for all purchases made on the cards.
2. Cardholder - An Ogemaw County employee who is approved by his/her Department Head to use the procurement card to execute purchase transactions on behalf of Ogemaw County. Cardholders are responsible for all payments and recordkeeping for their respective department.
3. County Treasurer - Arranges with the card issuer, First National Bank of Omaha, to have procurement cards issued to approved employees.
4. Vendor - The merchant from whom a cardholder is making a purchase.

C. Procurement Card Program Overview

1. Procurement cards will be issued to Ogemaw County employees only, one card per department.
2. The employee's name will be embossed on the card.
3. Procurement cards will not be transferable between individuals or departments.
4. Cardholder makes purchases using established Procurement Card Program policies and procedures and receives a monthly statement from First National Bank of Omaha.

5. Cardholder may use the procurement card for some travel costs including: conference registration, hotel room charges and parking fees for applicable nights. All items must be documented with receipts upon return along with any additional documentation required by the County Administrator or County Treasurer.
6. Cardholder matches receipts to monthly statement and makes the necessary reports as required for record keeping. All original invoices and documentation are included with procurement card invoice submitted for payment.

D. Cardholder Responsibilities

The cardholder must use the procurement card for legitimate business purposes only. The procurement card may only be used for categories included on the Cardholder Agreement Form. Misuse of the card will subject cardholder to disciplinary action in accordance with Ogemaw County Policies and Procedure relating to disciplinary action and termination for cause. The cardholder must:

1. Ensure the procurement card is used for legitimate business purposes only.
2. Maintain the procurement card in a secure location at all times.
3. Not allow other individuals to use the procurement card.
4. Adhere to the purchase limits and restrictions of the procurement card and ensure the total transaction amount of any single transaction does not exceed the limits stated in the Ogemaw County purchasing policies.
5. Obtain and reconcile all sales slips, register receipts, and/or procurement card slips to First National Bank of Omaha cardholder statement.
6. Attempt to resolve disputes or billing errors directly with the vendor and notify First National Bank of Omaha if the dispute or billing error is not satisfactorily resolved.
7. Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent cardholder statement.
8. Not accept cash in lieu of a credit to the procurement card account.
9. Immediately report a lost or stolen card to First National Bank of Omaha.
10. Immediately notify the County Treasurer of lost or stolen procurement card at the first opportunity during normal business hours.
11. Return the procurement card to the County Treasurer upon termination.
12. Report erroneous and emergency transaction needs to the County Treasurer during normal business hours.

E. Cardholder Liability

The procurement card is a County card which will not affect the cardholder's personal credit. However, it is the cardholder's responsibility to ensure that the card is used within stated guidelines of the Procurement Cardholder Agreement Form as well as Ogemaw County policies and procedures relating to the expenditure of Ogemaw County funds. Failure to comply with program guidelines may result in permanent revocation of the card and further disciplinary measures including termination.

F. Cardholder Termination

The County Treasurer is authorized to close an account if a cardholder:

1. Moves to a new job in which a procurement card is not required
2. Terminates employment
3. Any of the following reasons which will also subject cardholder to disciplinary action and termination for cause:
 - a. The procurement card is used for personal or unauthorized purposes.
 - b. The procurement card is used to purchase any substance, material, or service, which violates policy, law or regulation pertaining to Ogemaw County.
 - c. The cardholder allows the card to be used by another individual.
 - d. The cardholder splits a purchase to circumvent dollar limitations of Ogemaw County purchasing policies.
 - e. The cardholder uses another cardholder's card to circumvent dollar limitations of Ogemaw County purchasing policies.
 - f. The cardholder fails to provide required receipts.
 - g. The cardholder fails to provide, when requested, information about any specific purchase.
 - h. The cardholder does not adhere to all of the procurement card and the purchasing policies.
 - i. The cardholder fails to review monthly statements.

G. Spending Controls

The procurement card is to be used only for legitimate business purposes. At no time may any transaction be in violation of the Ogemaw County purchasing policies or the procurement card policies. The County Treasurer may adjust limits as determined by demonstrated need of the department.

H. Erroneous Declines

Should a vendor erroneously decline the procurement card, the cardholder should immediately contact the County Treasurer who will contact First National Bank of Omaha for assistance.

I. Credits

Vendors will issue all credits to the individual procurement card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a cardholder accept cash in lieu of a credit to the procurement card account.

J. Unresolved Disputes and Billing Errors

The cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the cardholder should:

1. Contact First National Bank of Omaha First National Bank of Omaha directly for assistance.
2. Contact the County Treasurer for assistance if an acceptable resolution is not obtained.

K. Security and Storage

Cardholders should always treat the procurement card with the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be lent to another person for any reason.

L. Program Documentation

The cardholder must retain vendor receipts/packing slips/charge slips/invoices for official recordkeeping. The County Treasurer will retain all other documentation concerning the procurement card program.

M. Vendor Blocking

Transactions will be denied at the point-of-sale for Merchant Category Codes (MCC) that have been blocked which may include but not be limited to gas stations, liquor, tobacco, casinos, etc.