



COLLIN COUNTY

Office of the Purchasing Agent
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071
www.collincountytx.gov

Date: 4/23/2024
To: Commissioners Court
From: Michelle Charnoski, NIGP-CPP, CPPB
Purchasing Agent
Re: Updates to the Purchasing Card Policy and Procedure Manual

The current Purchasing Card Policy and Procedure Manual was approved by Commissioners Court on August 22, 2011 by CO# 2011-616-08-22. The following summarizes all changes included in the re-write of the manual.

1. Purpose and Program Overview
Added a Purpose section to define why the program is in place. Added a Program Overview to define the legal governance of the program per the Texas local government code §262.011(l).
2. Overall Program Updates
 - A. Duties and responsibilities of the following roles are more thoroughly defined.
 1. Cardholders: Further defined the role and responsibilities from a mere definition in the current policy.
 2. Elected Official/Department Head: Added the role and responsibility that was not defined in the current policy.
 3. Department Administrator: Further defined the role that is called Approving Supervisor in current policy.
 4. Reconciler/Approver: Further defined the role and separated duties from Approving Supervisor in current policy due to some departments allowing cardholders to reconcile their own purchases.
 5. Program Administrator: Further defined the role that is called Purchasing Card Coordinator in current policy.
 - B. Change to Cardholder Liability and Transaction Card Limits:
Added a section to further define the cardholder's responsibility to use the purchasing card within the guidelines of the policy and the liability from deviations.
 - C. Obtaining a Card:
Defined procedure for obtaining a purchasing card to include training on proper use of card. Added that department cards are no longer issued unless a special circumstance requires issuance.

- D. Transaction limits:
1. Defined Purchasing Card standard single transaction limit (\$1500) and standard monthly purchase limit (\$5000). These limits are set for travel/conferences that typically exceed the single purchase limit.
 2. Set a process for requests to increase purchasing card limits which includes the Department Administrator requesting an increase by e-mail to the Program Administrator and copying the Elected Official/ Department Head. Increases can be permanent or temporary based on individual need.
- E. Changes to Restrictions and Exemptions:
1. Additions to List
 - a. Money Orders/Cashier's Checks
 - b. Gift Cards/Gift Certificates
 - c. Purchases made to bypass normal Purchasing procedures
 - d. Services from individuals
 - e. Donations/Charitable contributions
 - f. Software/IT equipment without I.T. approval
 - g. Furniture
 - h. Gifts/Awards/Prizes
 - i. Utilities
 - j. Payment of "After the Fact" purchases
 - k. AirBnB and similar personal lodging
 - l. Turo or similar personal car rentals
 - m. Federally funded/Grant purchases
 - n. Court reporter fees and reports
 2. Changes to List
 - a. Raised single purchase limit to \$1,000 from \$500 to align with Purchasing Manual.
- F. Unauthorized Purchases:
Added language regarding unauthorized purchases and added mechanism to reimburse the County should employee not immediately reimburse the County.
- G. Corporate Card Benefits:
Added the corporate card benefits available to cardholders, which includes rental car insurance and lost baggage insurance.
- H. Change to Sales Tax:
Added language regarding the exemption of the sales tax requirement for travel related purchases (flights, hotels, rental cars, taxis) and meals purchased by transfer staff when traveling for business.
- I. Returns:
 1. Further documented how to process returns when items are purchased using the purchasing card.
- J. Documentation Requirements:
Modified to align with current procedures and financial system.
1. Removed mentions of previous financial software (H.T.E.)
 2. Defined card use for over-the-counter and online purchases.

3. Detailed purchase override procedures due to merchant category code (MCC) block on the County's MCC template attached to each account.
 4. Detailed what to do when purchase documentation is missing.
- K. Card Statement:
Modified to align with current procedures and financial system.
- L. Review and Internal Audit:
Expanded current section regarding the auditing of transactions to align with current procedures and financial system.
- M. Policy Violations:
Added language to address policy violations and provides examples of violations.
- N. Revocation of Card:
Added language to address card revocations in case of policy violations.
- O. Violation Sanctions Guidelines:
Added language to address policy violation sanctions to include notification e-mail to cardholder, Elected official/Department Head for first violation and revocation of card for subsequent violations.
- P. Cardholder Separation from County:
Expanded upon section to detail what needs to happen when a cardholder separates from the County.
- Q. EOC Activation:
Added language to address Purchasing Agent's ability to suspend restrictions in wake of an EOC activation.
3. Purchasing Card Reconciliation Checklist:
Added a reconciliation checklist to help reconcilers update their transactions in the financial system.
 4. Change to P-Card Order Form
Complete re-write to include the terms of agreement and the initialing of same. Added a signature block for the department administrator.

Should you have any questions regarding this agenda item, please feel free to contact me at x4142.

MC/MD