

Madison County Purchasing Card Program Policy and Procedures Manual

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Attachment Forms:

Dispute Form
Cardholder Action Form
Cardholder Agreement Form
Missing Receipt Form

1. **PARTIES INVOLVED**

Cardholder Program Administrator – The Administrator is located in the Finance Department who coordinates the Purchasing Card Program for Madison County and acts as the County intermediary in correspondence with card issuer.

Cardholder – A full and part- time, permanent employee of Madison County who is approved by his/her Department Head to use the Purchasing Card to execute transactions on behalf of Madison County. This person approves their monthly purchases and provides receipts for all transactions.

Card Issuer – Bank of Montreal, whose role includes issuing Master Card Purchasing Cards to Organization employees, providing electronic transaction authorizations, and billing the Organization for all purchases made on the cards.

Organization –Madison County arranges with Bank of Montreal to have Purchasing Cards issued to approved employees.

Department Head – County official who must 1) set internal controls for their department's usage of the Purchasing Card; 2) approve issuing the employee a Purchasing Card; 3) approves all department monthly invoice purchases; 4) submit application to the Card Program Administrator. Department Head's approval delegates transaction authority to the Cardholder.

Vendor – The merchant or seller from whom a cardholder is making a purchase.

2. **GLOSSARY**

Cardholder – A full and part- time, permanent employees of Madison County who is approved by his/her Department Head to use the Purchasing Card to execute transactions on behalf of Madison County.

Goods – Commodities, materials, supplies, and equipment.

Meeting – A gathering of two or more people that has been convened for the purpose of achieving a common goal through verbal interaction, such as sharing information or reaching agreement.

Personal Purchases – Purchases of goods or services intended for non-work-related use of expenditure other than official Madison County business.

Purchase Order –A purchase order serves as the legal and binding contract between both parties.

Requisition – An internal document that a department, division, or office sends to the Purchasing Office containing details of services or materials to meet its needs, replenish stocks or obtain materials for specific jobs or contracts.

Training – The process of learning the skills that you need for particular County job or activity related to the job.

3. ROLES AND RESPONSIBILITIES

County employees play key roles in support of the Purchasing Card Program. A summary of each role and its responsibilities follows.

3-A. CARDHOLDER

The Department Card or Cardholder must use the Purchasing Card for legitimate Madison County business. The Purchasing Card may be used for regular purchases such as office, maintenance and supplies, advertising, travel, hotel reservations, conference/seminar registration fees, and fuels.

Each Purchasing Card has the Cardholder's name embossed on it along with Madison County. Use of the Purchasing Card by a Cardholder for a personal purchase and/or for a purchase that the Cardholder had no authority to make is strictly forbidden.

Unauthorized use of the Purchasing Card for personal purchases or use of the Purchasing Card by a person other than cardholder except designated staff may result in disciplinary action, up to and including termination and criminal prosecution. Supervisors or other approving officials who knowingly, or through willful neglect, approve or allow personal or fraudulent purchases or misuse of the Purchasing Card are subject to the same disciplinary actions as Cardholders.

Responsibilities as a Cardholder:

- Must sign the Cardholder Agreement Form confirming that he/she will abide by all the policies and procedures regarding the card usage prior to receiving a Purchasing Card.
- Ensure the Purchasing Card is used for legitimate Madison County business.
- Ensure all purchases are allowable purchases and adhere to all Madison County purchasing policies and procedures.
- Maintain knowledge and ensure compliant use of the Purchasing Card according to Madison County policies, purchasing guidelines, and the Purchasing Card Program Procedures.
- Maintain the Purchasing Card, account number, expiration date and the security code in a secure location at all times.
- Adhere to purchase limits and restrictions of the Purchasing Card and ensure the total charge, including shipping and handling and any other applicable fees for any single transaction. **NO LATE FEES MAY BE PAID ON INVOICE.**
- Provide clarity to an item description or business purpose that is not self – explanatory.
- Obtain all sales slips, register receipts, and provide same to the Finance Department for reconciliation with in 3 days of the purchase. Each receipt must be legible, itemized, and contain the vendor's name and location, date of purchase, item quantity and unit price, billing name, shipping address, invoice/order numbers and total amount of purchase. This applies for both payments and credits. A receipt which only states "miscellaneous" or "merchandise" or only includes a vendor's store or item number is not acceptable.
- **DO NOT** accept cash in lieu of a credit to the Purchasing Card Account
- Ensure all items ordered using a Purchasing card, that are being shipped, are delivered to a valid Madison County Government address. No items should ever be shipped to the cardholder's home address.
- Resolve disputes or billing errors directly with the vendor.

- Immediately report a lost or stolen card to Bank of Montreal (24 hours a day, 365 days a year) and immediately notify Finance Department of a lost or stolen Purchasing Card at the first opportunity during normal business hours.
- Report erroneous and emergency transactions to the Finance Department during normal business hours.
- Return the Purchasing Card to Finance Department upon terminating employment with Madison County or transferring departments within Madison County. The Purchasing Card may also be presented to Department Head during their exit interview.

3-B DEPARTMENT HEAD

- Provides fiscal oversight and management of business operations within his or her department and establishes internal controls for their department's use of the Purchasing Card.
- Designates a department liaison and an employee to act in the liaison's absence for their department to communicate with the Finance Department.
- Selects department employees for participation in the Madison County Purchasing Card Program, based upon business need and the ability to fulfill program requirements.
- Accounts for the use of Purchasing Cards in his or her department, taking appropriate action with departmental staff when required.

3-C PROGRAM ADMINISTRATOR

- Provides program management and oversight
- Ensures program compliance with County policy
- Monitors Cardholder's accounts and reports suspected misuse and associated documentation verifying purchases are for legitimate Madison County business use.
- Handles all contact with Bank of Montreal for Purchasing Card set up, maintenance and closure (except for reporting lost or stolen cards outside normal business hours).

3-D FINANCE DEPARTMENT

- Processes upload of departmental charges to departmental accounts for charging individual departments
- Reconciles monthly billing statement
- Verify and notify Treasurer of payment for the month

4. GENERAL INFORMATION

The Purchasing Card is a corporate credit card, issued to Madison County through Bank of Montreal. The card is to be used for Madison County business transactions only. Personal use of the Purchasing Card by an employee is strictly prohibited.

4-A CORPORATE LIABILITY

Madison County Purchasing Card is a credit card with corporate liability. Corporate liability is defined as follows:

- Madison County is liable for all charges made by County employees.
- Madison County is not liable for charges made by terminated employee once notice of termination is provided to Bank of Montreal.
- Madison County is not liable for charges made with a Purchasing Card resulting from card theft or other fraudulent use by third parties not employed by the County.

4-B CARDHOLDER LIABILITY

The Purchasing Card is a corporate charge card and will not affect the cardholder's personal credit. It is the cardholder's responsibility to ensure that the card is used within the stated guidelines of the Manual. Failure to comply with the program guidelines may result in permanent revocation of the card, notification of the situation to management, and disciplinary action in accordance with County policies and procedures relating to disciplinary action. Employees who are found to have inappropriately used their Purchasing Card will be required to reimburse Madison County of all costs associated with such improper use.

4-C CARDHOLDER ELIGIBILITY

Eligibility of the Purchasing Card program is limited to full and part-time, permanent Madison County employees. A credit card may be denied or refused at the discretion of the Administrator, if the employee has committed a past Purchasing policy violation.

The criteria to receive a Purchasing Card as follows:

- Applicant must be a full-time, permanent employee of Madison County.
- Applicant's request for a Purchasing Card must be approved by their Department head
- Applicant must receive the Madison County Purchasing Card Program Policy and Procedures Manual.
- Each individual Cardholder must sign a Cardholder Agreement and it must be presented to the Program Administrator before the card will be turned over to the employee.

4-D CARD SETUP

Department Head sends a request for a new card to Card Program Administrator using the Cardholder Action Form (See attachment 2). This request should identify the cardholder's name as it appears on his/her Driver's License, and date. The Department head delegates transaction authority to the Cardholder.

The Card Program Administrator will process the request to Bank of Montreal.

Upon receipt of the Purchasing Card from Bank of Montreal, the Card Program Administrator will request the submission of the signed Employee Cardholder Agreement, signifying agreement with the terms of the Purchasing Card program, prior to the card being released to the cardholder.

4-E CARD TERMINATION

The Card Program Administrator is required to close an account if a Cardholder: (a) transfers to a different department, (b) moves to a new job in which a Purchasing Card is

not required, (c) terminates employment, or (d) 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. Continued or frequent misuse of the card for personal reasons can establish cause for permanent revocation of card privileges. In addition, disciplinary action, including termination of employment, as well as criminal charges may be filed against the cardholder.
- The Purchasing Card is used to purchase alcohol beverages, tobacco products, or any substance, material or services which violates policy, law or regulation pertaining to Madison County.
- The Cardholder fails to provide Finance Department with required receipts.
- 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.

A request for closing a Cardholder account will be processed by the Card Program Administrator. The Department head will return the card to the Finance Department for disposal unless otherwise directed by the Cardholder Program Administrator.

4-F CARD MAINTENANCE

The Department Head will forward all maintenance requests to the Cardholder Program Administrator. These requests include name change, increase/decrease in spending limits. A Cardholder Action Form must be submitted to the Cardholder Program Administrator for all permanent changes.

5. CARD SECURITY

Every cardholder assumes personal responsibility for the protection and proper use of the Purchasing Card.

5-A CARD STORAGE

Each Purchasing Card is assigned specifically to a Cardholder, and as such becomes the Cardholder's personal responsibility. Cardholders should always treat their Purchasing Card with at least the same level of care as one does with their own personal credit card. The card should be maintained in a secure location and the card account number carefully guarded. The account number should not be posted, photocopied, or left in a conspicuous place. The card may not be loaned to another person for any reason.

5-B CARD USAGE

It is the responsibility of the Cardholder to certify all purchases have a valid business purpose and goods and services purchased support operations of Madison County. Purchases charged against Madison County funds that are NOT in accordance with policy are the responsibility of the Cardholder.

5-C CARDHOLDER EMPLOYMENT CHANGE

If the cardholder ends his or her employment with Madison County, transfers to a new department, or no longer uses the Purchasing Card in the performance of daily job duties, the Department head must collect the Purchasing Card and notify the Cardholder Program Administrator within 24 hours of termination or transfer via phone or e-mail of the termination or transfer.

The Cardholder Program Administrator will close the account immediately upon receipt of notification.

All Purchasing Cards are to be returned to the Cardholder Program Administrator for disposal unless otherwise instructed.

Upon transfer to a new department within Madison County. The Department Head will complete the Cardholder Action Form and forward request to the Card Program Administrator.

Regardless of the type of employment change, the Purchasing Card remains property Madison County and must be surrendered immediately upon request from an authorized person.

5-D CARD INACTIVITY

In the event a card is inactive for one year, the card will be reviewed for possible cancellation by the Cardholder Program Administrator.

5-E LOST, MISPLACED OR STOLEN PURCHASING CARD

Cardholders are to report any lost or stolen Purchasing Card immediately to the Bank of Montreal. Bank of Montreal representatives are available to assist 24 hours a day. Cardholder must notify his or her department head about the lost or stolen card at the first opportunity during normal business hours. The Department Head must notify the Cardholder Program Administrator immediately upon knowledge if the card is reported lost/stolen.

It is extremely important for the Cardholder to act promptly in the event of a lost or stolen card, to avoid company liability for fraudulent transactions.

The Purchasing Card will no longer be able to be used after notifying the bank of a lost or stolen card. Bank of Montreal will automatically reissue a new card, and the Cardholder Program Administrator will notify the cardholder as soon as the new card is received. A card subsequently found after being reported lost should be sent to the Cardholder Program Administrator.

6. PURCHASING CARD GUIDELINES

The Cardholder assumes the responsibility for proper use of the Purchasing Card. Purchasing Card purchasing does not change or alter current purchasing policies and departmental approval process. The Purchasing Card serves only as an optional method of payment.

6-A SPENDING CONTROLS

Each card has individually established limits on the amount that can be spent per cycle. Spending limits are established by the Cardholder's Department Head and Program Administrator. If a monthly transaction limit increase is needed after spending limits have been established, the Department Head must submit a Cardholder Action Form to the Cardholder Program Administrator.

6-B TEMPORARY REMOVAL OF CARD RESTRICTIONS

All Purchasing Cards issued by Madison County shall contain standard industry restrictions set forth by the Madison County Purchasing Policy and Procedure Manual. If not followed, the cardholder can be temporary removed from the program. If there are three declines the card will be placed on hold till Cardholder Program Administrator can release the card.

6-C ALLOWABLE PURCHASES

Purchasing cards may be utilized to make payments for purchases, reoccurring payments, travel, every day purchases and necessary expenses. Purchase Cards are governed by the Updated Madison County Resolution 18-93 adopted on May 8, 2018 and all county, state, federal laws and regulations.

The use of the purchasing cards is highly encouraged as long as there are not fees or increase to our cost.

At minimum, a requisition for a purchase must be created prior to the purchase, except in an emergency.

Creating a requisition for Purchase Cards Program:

- In the general description line "P-card" should be indicated, as instructed in the Madison County Purchasing Policy.
- Line#1: If a single item is purchased, please follow instructions located in the Purchasing Policy. If multiple items, quantity line is "1", detail description should state, "Please see lines below for order details", unit price must be complete cost, continue with instructions from the above section.
- Line #2: quantity/amount of items being purchased, description: as per above in this section, cost of each item, unit price must be \$0.00. Each subsequent line should follow this format.

PRIOR TO ANY FOOD PURCHASE for the public or employee training/meeting approval from the County Administrator must be granted, and attached to the requisition and purchasing card ticket entry. When a department will be hosting a training session for County employees and/or outside their own department and/or general public, a cardholder's card may be used to cover the cost of food for the attendees. **However, a copy of the class/training announcement and attendees' sign-in sheet must be attached to the receipt for auditing purpose and substantiation of expenses.**

All travel transactions must have an approved Travel/ Training Authorization along with itinerary attached for auditing purposes and substantiation of expenses.

6-D NON-ALLOWABLE PURCHASES

The following types of purchases are prohibited on the Purchasing Card. **No exception will be granted unless obtained in writing as set forth in this policy.** The list is not all-inclusive of prohibited purchase.

- The purchase of alcoholic beverages, tobacco products, or any substance, material, or service which violates policy, law, or regulation pertaining to the Madison County are strictly prohibited and are not allowed on the Purchasing Cards.
- Personal purchases of any kind are prohibited.
- Cash advances in any form, including use of the Purchase Card at the ATM for cash advancement.
- Gift cards, stored value cards, calling cards, pre-paid cards or similar products are not allowed to be purchased using the Purchase Card, unless permission is granted in writing by the Purchasing Card Administrator or County Administrator.
- Flowers are not allowed on the Purchasing Cards by the Departments. **The only departments authorized to used their Purchase Cards for the flower arrangements are Madison County Chairman, County Administrator and Facilities for the flower containers.**

6- E ERRONEOUS DECLINES

There may be certain situations when a vendor receives a decline message when process a Purchase Card transaction. If the reason for the decline is unknown, Contact the Purchase Card Administrator.

6-F EMERGENCY TRANSACTIONS

Purchases made in response to an emergency must have requisitions in place as soon after the emergency as occurs.

6-G CREDITS

Under no circumstances should the cardholder accept cash in lieu of a credit to the Purchase Card account. The vendor should issue a credit to the card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement.

6-H UNRESOLVED DISPUTES AND BILLING ERRORS

The cardholder or Department Head should always attempt to resolve any disputes or billing errors directly with the vendor. In most cases, the vendor will issue a credit to the card account. If an agreement cannot be reached with vendor, the cardholder of Department Head should complete and sign the Bank of Montreal Form (attachment 1) and return to Finance Department.

Nearly all issues can be resolved using this process. If cardholder is unable to obtain an acceptable resolution, the cardholder must contact the Purchase Card Administrator. The

total amount billed by Bank of Montreal will be charged to the department and the credit will be posted to the account once the credit appears on the Bank of Montreal billing statement.

6-I SALES TAX

County purchases are exempt from New York State Sales and Use Taxes, as well as NYS lodging taxes. The cardholder is responsible for providing the vendor with the County's tax-exempt letter and when appropriate, the ST-129 (only applicable for County related hotel stays).

IF THE RECEIPT SHOWS SALES TAX, the **cardholder must reconcile** the purchase. The cardholder will contact the vendor to refund the tax or a new invoice to show the tax is removed.

7. COMPLIANCE VIOLATIONS

All transactions made with Madison County Purchasing Cards are subject to an audit and, as such, must have appropriate business justification and be accompanied by required supporting documentation. Cardholders in violation of compliance may have card privileges suspended or permanently revoked.

7-A FRAUD, MISUSE, AND ABUSE

The cardholder must use the Purchasing Card for legitimate Madison County business. Cardholders who misuse or abuse a purchasing card will be subjected to disciplinary action in accordance with Madison County Policies and Procedures relating to disciplinary action and termination for cause. Misuse/Abuse of the purchasing card may constitute fraud and criminal charges may be instituted against the cardholder.

Fraud: Fraud involves unauthorized use of the card by the cardholder, someone other than the individual whose name is on the card, or individuals outside the organization. This can be stolen or counterfeit cards, or identity theft. It could also involve non-employees or former employees working in collusion with current employees of Madison County.

Merchant Fraud: This is another unauthorized activity and involves charges for goods or services not provided by a merchant/vendor.

Misuse/Abuse: Misuse or abuse involves unauthorized activity or purchasing by the employee to whom the card is issued.

Misuse covers a wide range of violations, some more severe than others. Misuse can include poor asset management resulting from buying a larger quantity than necessary, purchasing materials or goods of a higher quality than the organization would deem appropriate, or buying from unauthorized supplies.

Abuse is intentional or unintentional violation of Purchasing Card Policy and Procedures for personal gain. **Using the purchasing card for personal gain would represent a serious abuse of the card and could result in termination of employment and criminal charges being filed against cardholder.**

7-B UNINTENTIONAL PERSONAL CHARGE

If the Purchasing Card was used in error for a personal charge, the cardholder must immediately notify the Finance Department and provide an original receipt.

The cardholder will be required to reimburse the amount of the charge back to the Madison County immediately.

7-C MISSING RECEIPT

The cardholder should make a reasonable effort to get a duplicate receipt from the vendor. If that is not possible, the Missing Receipt (Attachment) should be used. This form will only be allowed as a rare circumstance. It must be filled out COMPLETELY and signed by cardholder and their Department Head. Use of this form more than three times during three-year period may result in suspension of card privileges for a period of time determined the Purchasing Card Administrator. Cardholders may be required to reimburse the County if the circumstance are questionable. A copy of the Missing Receipts Form must be given to the Finance Department.

7-D GENERAL CARDHOLDER INFRACTION

The Cardholder Program Administrator is required to adhere to and enforce Madison County Policy. A violation of any of the below infractions may result his/her cardholder suspension of Purchasing Card privileges.

- The Purchasing Card is used for personal or unauthorized purchases.
- The Purchasing Card is used to purchase alcoholic beverages or any substance, material or services which violates policy, law or regulation pertaining to the County.
- The cardholder fails to submit complete receipt documentation and/or business justifications.
- The cardholder fails to report loss or theft of card in a timely manner.
- The cardholder does not adhere to any of the Purchasing Card policy and procedures.
- Other infractions warranting disciplinary actions, as deemed appropriate by the Purchasing Administrator.

7-E CRIMINAL ACTIVITY

Any cardholder who intentionally makes a personal purchase on their Madison County Purchasing Card has committed theft of County property. Appropriate disciplinary actions could include but may not be limited to immediate card revocation without eligibility for future use, and possible termination of employment. The County reserves the right to pursue criminal charges against any cardholder suspected of unlawful activity.

8. PURCHASING CARD PROGRAM CONTACT

Purchasing Card Administrator
Lou Anne Randall
Louanne.randall@madisoncounty.ny.gov
315-366-2474

Assistant Purchasing Card Administrator
Keith Lummis
Keith.lummis@madisoncounty.ny.gov
315-366-2355

Accountant
Beverly Bradford
Beverly.bradford@madisoncounty.ny.gov
315-366-2356

9. BANK OF MONTREAL

To contact BMO, call the number on the back of your card. The number is 1-855-825-9234.
Any time BMO is contacted, you should contact your Cardholder program Administrator.

MADISON COUNTY PUCHASING CARD PRORAM POLICY AND PROCEDURES

Credit Card Statement of Disputed Item

Instructions: Your Department should first make good-faith efforts to settle any claim or dispute of purchase directly with the merchant. If any assistance from Bank of Montreal is required, please complete this form and return to Cardholder Program Administrator.

Gov't/Agency Name: _____

Account Number: _____

Cardholder Name: _____

This charge appeared on my statement:

Billing close Date: _____

Transaction Date: _____

Reference Number: _____

Merchant Name: _____

Posted Amount: _____

Disputed Amount: _____

Please Check only ONE of the following

___ Unauthorized Transaction

I did not authorize, nor did I authorize anyone else to engage in this transaction. No goods or services represented by the above charge were received by me or anyone I authorized. The card was in my possession at the time of the transaction.

___ Charge Amount Does Not Agree with Order Authorizing the Charge

The Amount entered on the sales slip was changed from \$_____ to \$_____.

I have a copy of the unaltered sales slip.

___ Merchandise or Services Not Received

I have not received the merchandise or services represented by the above transaction. The expected date of delivery or service was _____. (On your business letterhead, please describe your attempt to resolve this matter with the merchant, the dates(s) you contacted them and their responses.)

___ Disputed Transaction

I did engage in the above transaction, which I am now disputing. I have contacted the merchant, but I have been unable to return the merchandise and/or I have been unsuccessful in reaching an acceptable resolution with them. (On your business letterhead, please describe your attempts to resolve this matter with merchant, the dates(s) you contacted them and their responses.)

MADISON COUNTY PURCHASING CARD PROGRAM POLICY AND PROCEDURES

Cardholder Action Form

The cardholder is responsible for disputing and rectifying all charges.

This form shall be forwarded to the Finance Department if there are disputes on the statements.

Defective or Wrong Merchandise

I returned the merchandise on (date) _____ because it was: (please choose one):
_____ defective _____ wrong size _____ wrong color _____ wrong quantity

Recurring Charges After Cancellation

On _____ (date), I notified the above merchant to cancel our monthly/yearly agreement. Since then, my account has been charged _____ time(s). (Please enclose a copy of the merchant's response to confirmation of your confirmation of your cancellation.)

Items Charges Already Paid by Other Means

I already paid for the goods and/or services represented by the above charge by means other than my card. (We must have a copy of the front and back for the cancelled check, money order, cash receipt or other documentation as proof of purchase/payment.

Credit Appears as a Charge

The enclosed Credit charge appeared on my card account

Credit from Merchant Not Received

I did not receive the credit for the enclosed invoice within 30 days from the date it was issued to me by the merchant shown above.

Hotel Reservation Canceled

I did make a reservation with the above hotel which I than canceled on _____ (date) at _____ (time). At that time, I asked for a cancellation number which is _____.

Please check one if it applies:

_____ I was not given a cancellation number

_____ I was not told at the time that I made the reservation my account would be charged for "NO SHOW"

MADISON COUNTY PURCHASING CARD PROGRAM POLICY AND PROCEDURES

CARDHOLDER ACTION FORM

TYPE OF REQUEST ___NEW ___CHANGE ___CLOSE CARD ACCOUNT

Department: _____

Name as it appears on Driver's License: _____

Credit Limit: _____

If change request:

___Name Change- New Name: _____

___Change Department _____

Credit Limit Change:

___ Increase limit to \$ _____

___ Decrease limit to \$ _____

Comments: _____

Authorization: _____

Department Head

_____ Date

Madison County Purchasing Card Program Cardholder Agreement

I, _____, agree to the following terms (hereinafter “Agreement”) regarding my use of the Madison County Purchasing Card:

1. I understand that I am being entrusted with access to the Madison County Purchasing Card Program to make financial commitments on behalf of the Madison County.
2. I understand that under no circumstances will I use the Purchasing Card to make personal purchases either for myself or for others. Willful intent to use the Card for personal use may result in disciplinary actions including termination of employment and possible prosecution for fraudulent use of the card.
3. I will follow the established procedures for using Card. Failure to do so may result in revocation of my use privileges or other disciplinary actions by Madison County.
4. I have been given a copy and have read and understand the Madison County Purchasing Program Manual.
5. I agree that should my Card privileges be terminated or if I am transferred to another job or position within County, I will return the Card that I have been issued in connection with Madison County Purchasing Card Program to the Purchasing Card Administrator within five (5) calendar days of the termination of my privileges or my transfer.
6. I agree that if I violate the terms of this Agreement and use of Madison County Card for personal use or gain, that I will reimburse Madison County for all incurred charges and any fees (including attorney’s fees and expenses) related to the collection of these charges, and will be subject to any other disciplinary actions the County may take, *up to including termination and/or criminal prosecution.*
7. I understand and agree to process all transactions with (3) working days of receipt by approving for payment and forwarding to Finance Department.
- 8.

Employee Name (Print)

Employee Signature

Date

Purchasing Card Administrator

Signature

Date

MADISON COUNTY PURCHASING CARD PROGRAM MISSING RECEIPT

FOR INTERNAL USE ONLY.

**THIS FORM WILL ONLY BE ALLOWED AS A RARE CIRCUMSTANCE
MUST BE NOTARIZED**

This form is to be used as documentation only if the actual receipt or invoice is unavailable and you have made a good faith effort to obtain a duplicate receipt from the vendor. It must be filled out COMPLETELY and signed by the Cardholder and their Department Head. **Cardholders may be required to reimburse the County if the circumstances are questionable**.

Department: _____

Cardholder's Name (Printed): _____

Why is the original receipt or invoice missing? (Explain in detail): _____

Explain what effort was made to get a duplicate receipt (or web printout): _____

Vendor Name: _____

Vendor Address: _____

Date of Purchase: _____

Total Order Cost: _____

<u>Item Description</u>	<u>Business Purpose</u>	<u>Item Cost</u>

I certify that the amount shown I actually paid; that I have not and will not submit a duplicate claim; and that I have not and will not seek a claim for these expenses from any other source.

Employee (Printed)

Signature

Date

Department Head (Printed)

Signature

Date

State of _____) SS: County of _____)

Before me, the undersigned notary public, this day, personally, appeared to me known, who being duly sworn according to law, deposes the following:

_____ (Signature of Affiant)

Subscribed and sworn to me before this _____ day of _____ 20____

_____ Notary Public

My commission expires: _____