

1<sup>st</sup> reading:  
September 18, 2017  
2<sup>nd</sup> reading / approval:  
October 11<sup>th</sup>, 2017

**A RESOLUTION TO AMEND**

**CHAPTER 2, SUB SECTION FINANCE, OF THE HABERSHAM COUNTY CODE OF ORDINANCES.**

**WHEREAS**, on December 14, 2015, the Habersham County Board of Commissioners adopted amendments to Chapter 2, sub section Finance, of the Habersham County Code of Ordinances; and,

**WHEREAS**, since 2015 the *Habersham County Financial Policies & Procedures* provide guidance for the procurement of goods and services in compliance with procurement provisions of Habersham County.; and,

**WHEREAS**, the Habersham County Board of Commissioners desires to amend its Financial Policies & Procedures,

**NOW THEREFORE, BE IT RESOLVED** by the Habersham County Board of Commissioners duly assembled this 18<sup>th</sup> day of September 2017 that the Financial Policies & Procedures are amended by:

Section 1: Authority, Responsibilities, Thresholds, & Form Requirements; 3) Thresholds (amendments attached)

Section 2: Purchases by a Purchasing Card (1) Practices g. (amendments attached)

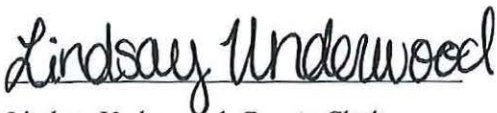
Adopted this 18<sup>th</sup> day of September 2017

16<sup>th</sup> October



Chairman Victor Anderson

Attest:



Lindsay Underwood, County Clerk

1) Thresholds

	\$0-\$1000	\$1,001-\$7,500	\$7,501-\$20,000	\$20,000 or >
<b>Documents Required</b>	Check Request  Signed Invoice or receipt  W9, EVerify Form (if not previously submitted)  Packing Slips/Work Orders (if applicable)	Purchase Order  Signed Invoice or receipt  W9, EVerify Form (if not previously submitted)  Packing Slips/Work Orders (if applicable)	Purchase Order  Signed Invoice or receipt  W9, EVerify Form (if not previously submitted)  Packing Slips/Work Orders (if applicable)	*See Purchases Requiring a Bid
<b>Approvals Required</b>	Department Director  IT, Fleet, or Building Maintenance as necessary	Department Director and Finance Director  IT, Fleet, or Building Maintenance as necessary	Department Director and County Manager  IT, Fleet, or Building Maintenance as necessary	*See Purchases Requiring a Bid
<b>Quote Requirement</b>	n/a	Three (3) internet/email/written quotes	Three (3) written or emailed quotes	*See Purchases Requiring a Bid

## **Section 2: Purchases by a Purchasing Card**

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The purchasing card (P-Card) is a credit card issued by SunTrust Bank. It is a fast and flexible purchasing tool that provides an extremely efficient and effective method of purchasing and paying for items within the following parameters:

The purchasing card enables cardholders to purchase non-restricted commodities directly from suppliers. Approved purchases can be completed with suppliers over the phone, in person, or over the internet.

The purchasing card will be issued in the employee's name with "Habersham County" clearly indicated on the card. The purchasing card program provides a cost-efficient method for purchasing goods and services. Built-in card features make the program easy to control and reduces processing costs at all levels by minimizing the number of invoices and checks. Responsibilities, thresholds, and requirements detailed in these policies and procedures apply to purchases by purchase card but may follow different practices and processes due to their electronic nature.

Employees and/or Elected Officials issued purchasing cards will sign a purchasing cardholder agreement prior to being issued a purchasing card. Purchasing cards are requested by Department Directors through a purchasing card request form. The purchasing card request form establishes a line limit for the cardholder. The following Elected Officials are authorized to use a card:

- Clerk of Court
- Commissioners
- Coroner
- Magistrate Judge
- Sheriff
- Tax Commissioner

### **1) Practices**

- a. All purchases must be for official Habersham County use only.
- b. Authorized users shall use care to ensure that others do not have access to the card account number, expiration date and security code.
- c. Training and traveling expenses follow guidelines established in the Habersham County Employee Handbook & Policy Guidelines and Section 6 of the Habersham County Purchasing Policies & Procedures.



- d. Cardholders must sign all receipts as their names appear on the front of their purchasing cards.
- e. No cash is accepted in lieu of credit on the cardholder's purchasing card under any circumstance.
- f. Only those officials and employees with a signed and approved purchasing cardholder agreement on file are authorized to use a purchasing card.
- g. Transaction limits for purchasing cards are subject to the thresholds established in the Habersham County Financial Policies & Procedures section 1: C. Thresholds. Furthermore, purchasing cards have a specified transaction limits listed in separate Appendix I.
- h. Receipts are required for all card transactions; see Section 2: Purchases by Purchasing Card 2) Process (g). All receipts and other documentation of purchases are public records and subject to the requirements of O.C.G.A. §50-18-70 *et seq.*
- i. The Board of Commissioners designates a Finance Specialist within the Finance Department as the County purchasing card and credit card administrator. The responsibilities of the Card Administrator include:
  - 1. Manage County issued purchasing cards and credit cards.
  - 2. Serve as the main point of contact for all County purchasing card and credit card issues.
  - 3. Serve as liaison to elected officials authorized to use a purchasing card or credit card and their staff, as well as to the issuer of the purchasing card or credit card.
  - 4. Provide training on card policies and procedures to elected officials authorized to use a purchasing card and their staff.
  - 5. Develop internal procedures to ensure timely payment of cards.
  - 6. Assist authorized elected officials to dispute transactions when necessary.
  - 7. Establish internal procedures to ensure compliance with this ordinance, County procurement ordinance and policies, County purchasing card and credit card user agreements, applicable agreements with the business organization, financial institution, or any duly authorized agent of such organization or institution, issuing card, and state law, specifically, O.C.G.A. §§ 16-9-37 and 36-80-24.
  - 8. Document internal controls, audits and other measures to prevent and detect misuse or abuse on the cards.
  - 9. Audit and reconcile transactions monthly.
  - 10. Maintain records for at least seven years or as otherwise required by the County's record retention policy.

2) Process

- a. Electronic approval
  - 1. The Department Director approves electronically.
  - 2. If a purchase order is required based on threshold that Purchase Order number is entered into ESP by cardholder or Department Card Administrator.
  - 3. The Cardholder or Department Card Administrator retains picking tickets or packing slips until monthly statement is ready for processing.
  - 4. Each transaction will have a proper GL code, signed itemized receipt, and purchase order (if applicable) before submitting to Accounts Payable.
- b. Using Enterprise Spend Platform (ESP) to create a requisition
  - 1. Sign on to ESP at <https://enterprisespendplatform.suntrust.com>
  - 2. Enter user email address, username, and password.
  - 3. Click on Sign On
  - 4. Click on Create New Requisition
  - 5. Type in product or service being paid (i.e. office supplies) as Requisition Label.
  - 6. Check the Date and Save.
  - 7. Search or type in the general ledger (g/l) code.\*
  - 8. Type in the purchase order number.\*
  - 9. Type in the amount of the purchase.\*
  - 10. In the notes section, type in a detailed description as it would normally be written on a manual purchase order. List the quantity of items to be ordered, an item number, etc.
  - 11. Click to Save. The requisition will automatically be submitted electronically for the Department Director's approval, and if necessary, to Accounts Payable based on the total purchase amount.

\* Click on the + to the left of the g/l code to split the amount. Select blank space as g/l code to delete any unnecessary split.
- c. Dispute a charge prior to receipt of monthly statement
  - 1. The Cardholder or Department Card Administrator may dispute a transaction prior to receiving his/her mailed monthly statement by simply clicking the check box ☒ for Disputed in the Transaction Details Coding window from the Account Statement module. This will automatically notify SunTrust Bank and the charge will not appear on your mailed monthly statement.
- d. Dispute a charge after receipt of monthly statement
  - 1. Cardholders or Department Card Administrators must verify each transaction on his/her mailed monthly statement. If a transaction is incorrect for whatever reason, the cardholder must notify Accounts Payable and SunTrust Bank within sixty (60) days after the billing cycle date. The cardholder must indicate charges in dispute on the front of the