



Travis County Commissioners Court Agenda Request

Meeting Date: March 20, 2012

Prepared By/Phone Number: Bonnie Floyd

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

- A. APPROVE PROCUREMENT CARD POLICIES AND PROCEDURES FOR USE BY THE TRAVIS COUNTY SHERIFF'S OFFICE COMMAND STAFF.
- B. APPROVED REVISED PROCUREMENT CARD POLICIES AND PROCEDURES FOR USE BY THE TRAVIS COUNTY SHERIFF'S OFFICE EXTRADITION STAFF.

➤ **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

- A. On January 25, 2011, the Commissioners Court approved an interlocal agreement with the City of Fort Worth, which allows the county to utilize the services of JPMorgan Chase for both procurement card purchases and a travel card program used by the Sheriff's Office when extraditing prisoners.

At this time, the Sheriff's Office requests approval of the attached procedures allowing for three additional procurement cards for the Crime Detective's Travel Division. The additional cards will be issued to and managed by the Division Majors, who will be responsible to monitor and ensure the expenditures under these cards are authorized for County related Criminal Detective expenses.

- B. In 2005, the Commissioner Court approved procurement card services and procedures for all employees of the TCSO who use the Escort and Extradition Travel Card when extraditing prisoners to and from Travis County. This revision of the policies clarifies the authority of the Purchasing Agent for the supervision of procurement card purchases.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

Staff from TCSO, Purchasing Office and Auditor's Office collaborated and agree on these procedures, and recommend approval.

➤ **Funding Information:**

- Purchase Requisition in H.T.E.: As-needed
- Funding Account(s): 001-3725-563-7511
- Comments:

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.



TRAVIS COUNTY SHERIFF'S OFFICE FINANCE DIVISION PROCEDURES

Chapter: Emergency Purchases

Subject: Credit Card

Number of Pages: 5

References:

PURPOSE:

To establish policy and procedures, in accordance with the Section 262.011 (l) and approval by the Travis County Commissioners Court per section 262.011(o) of the County Purchasing Act, for all employees of the Travis County Sheriff's Office who use the Command Staff credit card.

The Command Staff credit card is designed for emergency purchases only. The card may be only used by an employee of the Travis County Sheriff's Office, who receives prior authorization for its use by the County Purchasing Agent and Bureau Major.

PROCEDURE:

- 1) Requesting and issuing a new Command Staff credit card
 - 1.1 Upon receiving proper authorization from the Travis County Purchasing Agent, a request for three (3) credit cards will be made through the JPMorgan Chase website. These new cards will be issued to the following Travis County Sheriff Command Staff: Major of Administration and Support, Major of Corrections, and Major of Law Enforcement. The following information is required by JPMorgan Chase to obtain these cards: Social Security Number (we will use of the County's Tax ID), Date of Birth (we will use the Date of Hire for each respective Major) and the Mother's Maiden Name (we will use Major's last name).
 - 1.2 Once the new card is issued by JPMorgan Chase and is received by TCSO Finance, each respective Major will be required to sign **Attachment I** in order to be issued their credit card.
 - 1.3 Approved copies of Attachment I will be sent to the County Purchasing Agent.
- 2) Guidelines for using the Command Staff credit card
 - 2.1 The Command Staff credit card may be used by any authorized employee who receives approval by a Bureau Major of the Travis County Sheriff's Office.

- 2.2 The Command Staff Credit Cards shall remain in the custody of the respective Bureau Major. Each Bureau Major may authorize the assignment of the card to any TCSO employee at their discretion.
- 2.3 The Command Staff Credit Card may be used for necessary emergency investigative expenditures including, but not limited to: Airfare, Baggage Expenses, Hotel, Car Rental Fees, Toll Road Expenses, Meals, or any other reasonable expenses that might be incurred during the emergency investigative travel situation and that are directly related to the emergency investigation.
- 2.4 When a Major authorizes an employee to use the card for any travel related activity, it is responsibility of that employee to maintain all receipts until the end of their trip. At the conclusion of the trip, the employee must submit a completed **Trip Budget** to the Bureau Major for their approval. The signed **Trip Budget** and all supporting receipt documentation will then be forwarded to the TCSO Finance Department for further processing.

3) Vendor Credits

- 3.1 If an authorized user becomes aware that a credit will be issued for any purchase made with the use of a Command Staff credit card, the user shall notify the Bureau Major as quickly as possible. The Bureau Major will then notify the Finance Office regarding the pending issuance of the vendor credit.

4) Review of monthly statement

- 4.1 The JPMorgan Chase credit card statement will be received by the TCSO Finance Office. All expenses will be reviewed and entered on a spreadsheet. The charges will be verified and matched against the receipts turned in by the employee on the completed **Trip Budget** (step 2.4).
- 4.2 TCSO Finance will prepare a reconciliation of the credit card statement to the spreadsheet. This reconciliation document along with the credit card certification will be reviewed by the finance supervisor and must be signed by the Finance Director. The certification and a copy of the reconciliation will be forwarded to the Auditor's Office for processing.

5) Payment of monthly statement

- 5.1 A requisition for the Fiscal Year will be put on at the beginning of the fiscal year so it will become a purchase order. The credit card statement will be paid from this Purchase Order.

6) 1099 Calendar year report

- 6.1 A 1099 report will be completed at the end of the year and submitted to the auditor's office. The report is exported from JPMorgan Chase website.

7) Card security

- 7.1 The cards are kept in the custody of the respective bureau Major until they authorize the card's use by an employee.

8) Expired credit cards

- 8.1 Expired credit cards are returned to the Finance Department from the Bureau Major. The Finance Department will destroy the expired card under dual control.
- 8.2 The Finance Department will then record the expired credit card on a spreadsheet. A memo will be submitted to the Auditor's Office, with copy to the Purchasing Agent, with the cardholder's name (**titled as The Corrections Bureau, The Law Enforcement Bureau and The Administration and Support Bureau**) and the card number.

9) CARD SECURITY

9.1 The Cardholder is responsible for safeguarding the Command Staff Credit Card and the account number.

9.2 If the Command Staff Credit Card is lost or stolen, the Cardholder shall immediately notify the Command Staff Credit Card Issuer at **1-800-890-0669**. The Command Staff Card Issuer's representatives are available 24 hours a day. The Cardholder must tell the representative that the call is regarding a Travis County Command Staff Credit Card. The Cardholder shall notify the Administrator immediately if it is lost or stolen. The Cardholder is responsible for any unauthorized use of the Command Staff Credit Card that is posted to the Statement after the Command Staff Credit Card is lost or stolen. The Cardholder is also subject to disciplinary action the severity of which is consistent with the Cardholder's degree of responsibility for the loss or theft.

9.3 A new Command Staff Credit Card may be issued to the Cardholder after the reported loss or theft if the Cardholder provides evidence that the loss or theft was not avoidable and not due to any carelessness or inappropriate behavior by the Cardholder. If a Cardholder finds a Command Staff Credit Card that was reported lost or stolen, the Cardholder shall destroy the recovered Command Staff Credit Card and return the pieces to the Administrator.

9.4 The Cardholder shall not allow anyone else to use his or her account number.

9.5 If the Cardholder allows anyone else to use his or her Command Staff Credit Card or provides anyone else with his or her account number, the Administrator shall revoke the Cardholder's authority to use the Command Staff Credit Card and require the Cardholder to return the Command Staff Credit Card to the Administrator. The Cardholder is also subject to disciplinary action, the severity of which is consistent with the seriousness of the unauthorized use.



Greg Hamilton, Travis County Sheriff
MEMORANDUM

Date: January 6, 2012
TO: Cyd Grimes, Travis County Purchasing Agent
FROM: Greg Hamilton, Travis County Sheriff *GH*
SUBJECT: Additional Credit Cards for the Sheriffs Office

I, and members of my staff, met with the Travis County Auditor, Susan Spataro, regarding the Sheriffs Office request to obtain three (3) additional credit cards. These credit cards, which are separate and distinct from our extradition credit cards, would be subsequently utilized by investigative personnel who could be called into service at a moments notice and remain in service, following up on investigative leads, for what could be extended periods of time. Currently, investigative personnel are forced to purchase all travel related expenses out of their own pocket and seek reimbursement upon their return. The aforementioned credit cards would be issued to the three (3) Bureau Majors. The Majors would be responsible to ensure that the utilization of the credit cards is in keeping with the policies and procedures adopted by your office and approved by the Commissioners Court.

The Command Staff Credit Card will be linked to a sole investigative line item; that being 001-3725-563-7511.

I, along with the Travis County Auditor, recommend that the Sheriffs Office request be granted in regards to the three additional credit cards.

Thank you for your time and attention regarding this matter and please let me know if you have any questions.

Cc: Bonnie Floyd, Assistant Purchasing Agent
Jose Palacios, Chief Assistant County Auditor
Mike Long, Purchasing Assistant III
Mark Sawa, Major, Administration and Support

Travis County Sheriff's Office
Escort and Extradition Travel Card Policies

PURPOSE:

To establish policy and procedures, in accordance with the Section 262.011 (l) and approval by the Travis County Commissioners Court per section 262.011(o) of the County Purchasing Act, for all employees of the Travis County Sheriff's Office who use the Escort and Extradition Travel Card.

The card may be only used by an employee of the Travis County Sheriff's Office, who receives prior authorization for its use by the County Purchasing Agent and Fiscal Office.

PROCEDURE:

1. Within the Sheriff's Office, the Fiscal Office shall be responsible for administration of all aspects of the Escort and Extradition Travel Card Program (TCSO Card).
2. The Fiscal Office shall cooperate with the Purchasing Office, County Attorney's Office, and the County Auditor's Office to obtain and maintain a contract covering the TCSO Card.
3. The TCSO Card shall be used by or for Line Deputies returning prisoners, witnesses, and mental health consumers to or from Travis County. Failure to follow these procedures, or abuse of the TCSO Card (including use for items that are not reimbursable under the County's Travel Regulations) may result in disciplinary actions, including termination.
4. After completion of the Statement of Understanding, and if approved in advance by the Purchasing Agent and Chief Deputy, the Fiscal Office may order TCSO Card in the names of:
 - A. Command Staff consisting of the Sheriff, Chief Deputy, Majors, Captains commanding Transport and Crisis Intervention; and
 - B. Line Deputies consisting of Lieutenants, Sergeants, and Officers in Transport and Crisis Intervention as determined by their Captains.
5. The Fiscal Office shall maintain receipts for all TCSO Cards issued. Unless instructed by the Sheriff, Chief Deputy, or Major commanding Administration and Support, the Fiscal Office shall retain TCSO Cards issued to Command Staff in the Fiscal Office safe and Command Staff Members are only provided with their TCSO Card identification numbers.
6. For each trip, the Supervisor shall estimate the ordinary and necessary expenditures to complete the directed travel and shall authorize expenditures using a combination of cash and TCSO Card usage. This estimate shall constitute the Trip Budget and shall be signed by both the traveling officer and the Supervisor.
7. A copy of the Trip Budget is forwarded to the Fiscal Office. If authorized in the Trip Budget, the TCSO Card shall be issued from the safe to the traveling Line Deputy. Cash shall be provided from the Sheriff's Petty Cash Fund in the amount authorized and a receipt obtained. A list of Command Staff emergency telephone numbers shall be provided to the traveling Line Deputy.
8. The Fiscal Office shall verify the dollar limits on the TCSO Card and shall modify those limits to reasonable amounts based on the Trip Budget and potential costs if travel plans cannot be concluded as expected. The Fiscal Office shall retain, in the safe, a Trip File containing the Trip Budget, the receipt, and any other pertinent documents, including the TCSO Card limits in effect.
9. The Line Deputy shall conduct the travel. If an emergency arises that requires expenditures in excess of the Trip Budget, the Line Deputy shall contact a TCSO Card holder from the Command Staff listed in 4.A. and request that the Command Staff member use their assigned TCSO Card Number to authorize the emergency expenditure(s).
10. The Command Staff member shall request that the merchant accept their card number and authorization by telephone. If the merchant refuses, the Command Staff member may authorize the

Travis County Sheriff's Office
Escort and Extradition Travel Card Policies

traveling Line Deputy to use their TCSO Card for specific expenditures in specific amounts. The traveling Line Deputy may then use their TCSO Card as authorized.

11. The Command Staff member shall notify the Fiscal Office and the Supervisor, in writing or by e-mail, of the date, time, specific expenditures and specific amounts authorized, at the earliest reasonable time. The Fiscal Office shall file the notification in the Trip File.

12. Upon completion of the trip, the traveling Line Deputy shall present receipts and any remaining cash to their Supervisor and reconcile the Trip Budget. The Supervisor shall collect from the Line Deputy any amounts charged to the TCSO Card that are not allowable expenses under the Travis County travel policy. The Trip Budget, original receipts and other documents are brought to the Fiscal Office as soon as possible but not later than two business days after the conclusion of the trip.

13. The Supervisor shall return the TCSO Card to a safe when the Line Deputy is not on duty that requires the TCSO Card, and shall notify the Fiscal Office that the Card is in a safe. The Fiscal Office shall reduce the TCSO Card limit(s) to a minimum to prevent fraudulent transactions.

14. The Fiscal Office shall reconcile the Trip Budget.

15. If the Trip Budget does not reconcile and/or funds are short, the Fiscal Office shall notify the Supervisor for resolution. The Finance Director shall review the Trip File and provide information to the Chief Deputy as required.

16. The Supervisor shall prepare a Travis County Travel Reimbursement Form and forward it to the Fiscal Office for submission to the County Auditor's Office. The Auditor's Office payment shall reimburse the Petty Cash Fund for payments made in cash. The Fiscal Office shall make copies of all TCSO Card receipts and place them in the Trip Folder for retention in Fiscal Office files. The original receipts shall be placed in a TCSO Card folder in anticipation of a billing.

17. When the TCSO Card billing is received, the Fiscal Office shall reconcile the billing to the Trip Files present. If the reconciliation agrees, the Fiscal Office shall hand deliver all documents necessary for payment to the County Auditor's Office. If the reconciliation does not agree, the Fiscal Office shall notify the Card Company and place in dispute any amounts that are determined to be errors. The Fiscal Office shall hand deliver to the County Auditor's Office an annotated copy of the billing showing amounts in dispute with a request to pay undisputed amounts.

18. TCSO Fiscal Section shall deliver Card billings to the County Auditor's Office within three working days following receipt of the billings. Any interest or fees that attach to the balance due on the Card billings shall be paid by TCSO. The County Auditor's Office will make every effort in the normal course of business to process valid payments within the payment due dates.

19. All funds for the TCSO cards shall be in the appropriated budget balance in account 001-3705-561.63-09, Extradition. TCSO shall monitor this account so that adequate funds are available at all times to pay Card balances.

20. TCSO shall provide a list of all Cards to the County Auditor's Office by the 10th day of each month. This list shall give the employee's name, EIN#, Card number and expiration date for all Cards outstanding during the prior month.

Travis County Sheriff's Office
Escort and Extradition Travel Card Policies

Trip Budget

Date: _____

Deputies: _____

Name	Empl. No.
Name	Empl. No.
Name	Empl. No.

Persons Escorted: _____

Itinerary: _____

Category	Deputy Travel Card	Deputy Travel Card	Supervisory Travel Card	Supervisory Travel Card	Petty Cash /Other	Petty Cash /Other	Total	Total
	Est.	Actual	Est.	Actual	Est.	Actual	Est.	Actual
Lodging								
Meals								
Transportation								
Other								
Total								

Employee Signature

Empl. No.

Date

Supervisor Signature

Empl. No.

Date

TRAVIS COUNTY
AUDITOR'S OFFICE

SUSAN A. SPATARO, CPA, CMA
COUNTY AUDITOR



TRAVIS COUNTY
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MEMORANDUM

TO: Cyd Grimes, Travis County Purchasing Agent

FROM: Susan A. Spataro, Travis County Auditor *SAS*

DATE: July 18, 2011

SUBJECT: Additional Credit Cards for Sheriff's Office

During a meeting with our Office, Greg Hamilton, County Sheriff, requested three (3) additional credit cards, separate from the extradition credit cards to manage travel for the Crime Detective's Travel Division. Due to the nature of their duties and given that officers are required to travel at last minute notice, it is being a hardship for officers to be spending their own monies for this investigative trips and then being reimbursed when they return. The Cards would be issued to three Majors who would be responsible to monitor and ensure the expenditures under these cards are authorized for County related Criminal Detective expenses. It is understood that the receipts for all charges to these new cards would be reconciled and properly authorized prior to disbursing funds to the financial institution. The "Travis County Sheriff's Office Escort and Extradition Travel Card Policies" will have an addendum to cover these new three cards.

As the County Auditor, I would recommend you consider the Sheriff's request for the three additional cards.

Let me know if you any questions.

Cc: Bonnie Floyd, Assistant Purchasing Agent
Jose Palacios, Chief Assistant County Auditor - Disbursements