



Travis County Commissioners Court Agenda Request

Meeting Date: July 31, 2012

Prepared By/Phone Number: Bonnie Floyd 854-4173

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

CONSIDER AND TAKE APPROPRIATE ACTION REGARDING
PROCUREMENT CARD POLICIES AND PROCEDURES FOR USE BY
THE TRAVIS COUNTY PURCHASING OFFICE.

➤ **Purchasing Recommendation and Comments:**

On February 10, 2009, the Commissioner's Court approved the Procurement Card Policies and Procedures for use by the Travis County Purchasing Office. Procurement cards, issued by JPMorgan Chase, are used to expedite specific purchases, specifically internet purchases and purchases from vendors who will not accept a County purchase order. The use of P-cards increased efficiencies and expedites purchases for using departments for those vendors that will not accept purchase orders.

The procedures currently require the cardholder, who is a buyer in the Purchasing Office, to process a purchase order to the vendor. In HTE, the Auditor's Office was able to make the payment directly to the P-card issuer, JP Morgan Chase. SAP does not allow a purchase to the P-card issuer if the purchase order is in the name of the vendor.

The Purchasing Office requests court approval of a change to section 4.2.6 of the procedures, to reflect that the purchase order will be in the name of the P-card issuer, with a reference to the actual vendor. No other changes are requested.

TRAVIS COUNTY PURCHASING OFFICE

P-CARD POLICIES AND PROCEDURES

1.0 PURPOSE

These policies and procedures are to establish the methodology for employees of the Travis County Purchasing Agent to use purchasing cards and define the limits of their use in making purchases of Items. These policies and procedures are expected to provide Travis County with a method to purchase from vendors who do not accept purchase order, and provide a quicker turnaround of requests for low-dollar-value Items and to reduce paperwork and handling costs. Payments to vendors are made via the P-card settlement system. Travis County makes monthly settlements with the P-card Issuer.

2.0 ATTACHMENTS

The following forms are attached and form an integral part of the procedures for use of P-cards:

- 2.1 Enrollment/Request Form
- 2.2 Employee P-card Agreement
- 2.3 Purchasing Log
- 2.4 Dispute Report

3.0 GENERAL

3.1 DEFINITIONS

3.1.1 *P-card*: A card issued by the P-card Issuer to a Cardholder which allows the Cardholder to purchase Items on credit within the limits authorized by the P-card Issuer as directed by the Purchasing Agent.

3.1.2 *Cardholder*: Employee of the Travis County Purchasing Agent who

(a) has been selected by the Purchasing Agent as honest, responsible, reliable, and likely to need to purchase Items not on solicited contracts,

(b) has signed an Employee P-card Agreement in the form in the attachments,

(c) has been issued a P-card, and

(d) is authorized to use that P-card only to make purchases in strict compliance with these policies and procedures.

3.1.3 *Item*: Any good or service that is to be purchased for use by Travis County.

3.1.4 *P-card Issuer*: The financial institution that provides P-cards upon submission of a properly completed Enrollment/Request Form, authorizes the Single Purchase Limit and the overall monthly limit requested by the

Purchasing Agent in that form, provides Statements and directly pays the vendors.

3.1.5 *Administrator:* The Purchasing Agent who administers the P-card Policies and Procedures and regularly reviews the use of each P-card that has been issued, certifies a Cardholder's Statement, and enforces the P-card policies and procedures whenever there is any non-compliant use.

3.1.6 *Purchasing Agent:* Travis County Purchasing Agent Cyd V. Grimes or her designee.

3.1.7 *Purchasing Log:* A list of Items purchased using a specific P-card including the description of the Item, the vendor and other relevant information that is maintained by each Cardholder

3.1.8 *Statement:* The monthly listing of all transactions made using the P-card, which is prepared and distributed directly to the Cardholder by the P-card Issuer.

3.1.9 *Single Purchase Limit:* The maximum allowable value of a transaction authorized for a specific Cardholder on a specific P-card that is assigned by the P-card Issuer based on the instructions of the Administrator which may vary from P-card to P-card which shall not exceed \$2,500 for any Cardholder on a specific P-card.

3.1.10 *Transaction limit:* The maximum allowable number of transactions authorized for a specific Cardholder on a specific P-card during a single month, which shall not exceed 20 for any for any Cardholder on a specific P-card.

3.1.11 *Unauthorized Purchase:* A purchase that does not comply with the P-Card Issuing Agreement and/or the Travis County Purchasing Office P-Card Policies and Procedures

4.0 PROCEDURE:

4.1 APPLYING FOR A P-CARD

4.1.1 The Administrator may propose employees of the Purchasing Office to be Cardholders by submitting a properly completed but unsigned Enrollment/Request Form to the Purchasing Agent. The Purchasing Agent determines whether the employee is an appropriate person to be issued a P-card based on the requirements in 3.1.2. (a) and, if so, determines and indicates the Single Purchase Limit and overall monthly limit authorized for that employee on the Enrollment/Request Form and approves submission of the Enrollment/Request Form to the P-card Issuer after the employee complies with 4.1.3.

4.1.2 The Administrator shall give the approved employee a copy of these policies and procedures.

4.1.3 To obtain a P-card, the employee must complete **all** of the following:

- (a) read the P-card Policies and Procedures.
- (b) read and sign a properly completed Employee P-card Agreement which states that the employee understands the P-card Policies and Procedures and the responsibilities of a Cardholder; and
- (c) sign the previously submitted Enrollment/Request Form which contains all information required to be issued a P-Card.

4.1.4 After an employee complies with 4.1.3, the Administrator shall submit the Enrollment/Request Form to the P-card Issuer and provide the P-card to the Cardholder when it is available. The unique card that the Cardholder receives directly from the P-card Issuer has his or her name embossed on it and **ONLY** the Cardholder is authorized to use it. The Cardholder shall **NOT ALLOW ANY OTHER PERSON** to use that card. The Cardholder is responsible for all use of his or her card.

4.1.5 The Administrator or her designee shall maintain all records related to P-card requests, authorized limits, Cardholder transfers, and information about lost, stolen, and destroyed P-cards. The Administrator shall also notify the P-card Issuer of all P-card requests, authorized limits, Cardholder transfers, and information about lost, stolen, and destroyed P-cards.

4.2 CHECKLIST FOR PURCHASING WITH A P-CARD

4.2.1 The Cardholder may make purchasing transactions on behalf of Travis County with the approval of the Administrator.

4.2.2 The Cardholder shall limit use of the P-Card to the following conditions:

- (a) The Cardholder shall not make purchases where the value of the transaction exceeds his or her Single Purchase Limits.
- (b) The Cardholder shall not split payment for a purchase into multiple transactions to stay within his or her Single Purchase Limit.
- (c) The Cardholder shall not purchase any “over the counter” Items unless the Items are immediately available at time of P-Card use.
- (d) The Cardholder shall not use the P-card to purchase any back-ordered merchandise.
- (e) The Cardholder shall not exceed the number of transactions or the dollar limits of authorized transactions.

4.2.3 The Cardholder shall **not** use the P-Card for the following:

- (a) Personal purchases or purchases for family members or friends;
- (b) Identification;
- (c) Entertainment expense or meals or lodging, rental car, airfare or other travel expenses;
- (d) Cash advances or money orders;
- (e) Telephone calls or monthly service for any utility;
- (f) Gasoline, oil, or other automotive supplies;
- (g) Alcoholic Beverages or tobacco products; or
- (h) Any additional Items that may be restricted by other Travis County policy.

4.2.4 If a Cardholder makes any unauthorized purchases or uses the P-Card in any unauthorized manner, the Cardholder shall pay Travis County for the total dollar amount of these unauthorized uses and purchases plus any administrative fees charged by the P-card Issuer and any other costs associated with the unauthorized use. The Cardholder is also subject to disciplinary action for unauthorized use the severity of which is consistent with the seriousness of the unauthorized used and which may include termination.

4.2.5 Before making any purchase, the Cardholder shall determine if the Item is available under a county contract and whether the contract establishes an exclusive provider relationship. If the contract **does** establish an exclusive provider relationship, the Cardholder shall not purchase the Item. If the Item is available under a county contract that does not establish an exclusive provider relationship for the Item, the Cardholder shall not purchase it with the P-card unless the P-card transaction would result in better quality at a better price and would provide Travis County with the best value and the reasons for this are documented on the purchase order.

4.2.6 Before making any purchase, the Cardholder shall process a request for a purchase order to the P-card issuer that includes all generally required information, such as the appropriate expenditure account, that references the vendor and P-card clearing account in the purchase order as the account code and estimates the amount expected to be purchased using the P-card. To verify funds availability, a purchase order is issued but not mailed in order

4.2.7 If the Items are not available on a county contract and their value is \$2500.00 or less, the Cardholder may purchase Items from a vendor without comparing sources or competition between vendors in compliance with the Travis County Purchasing Policies and Procedures.

4.2.8 If vendors furnish a standing price quotation or catalog price on a recurring basis, the Cardholder shall check that the price listed is current.

4.2.9 When a vendor confirms that the Item is available and meets the specification and delivery requirements, the Cardholder shall confirm that the vendor accepts the P-card and that sales taxes are not payable on the Item purchased or charged to the transaction.

4.2.10 When the Cardholder makes an “Over the Counter” purchase, the Cardholder shall make certain that the vendor lists the quantity and fully describes the Item(s) on the P-card receipt. The Cardholder shall document the transaction in the Purchasing Log.

4.2.11 When the Cardholder makes a purchase by telephone, the Cardholder shall document the transaction on the Purchasing Log and retain all shipping documentation.

4.2.12 When the Cardholder makes a purchase over the Internet, the Cardholder shall document the transaction on the Purchasing Log and retain purchase confirmation and all shipping documentation, if applicable.

4.2.12 If the Item is to be shipped, the Cardholder shall direct the vendor to include the following information on the packing list or shipping label:

- (a) Cardholder’s name and telephone number,
- (b) Complete delivery address,
- (c) The words “P-Card Purchase”, and
- (d) The vendor’s order number.

4.2.13 The Cardholder shall advise the Purchasing Office receptionist who receives deliveries about the expected delivery including the vendor’s name, the order number, the anticipated delivery date, the number of boxes expected, and the carrier (UPS, Fed Ex, etc.). The receptionist shall notify the Cardholder when delivery is made so that the Cardholder can retain proper documentation. The vendor must deliver all purchases to the Cardholder ordering the Item to ensure that the documents necessary for record keeping are readily available to the Cardholder.

4.3 P-CARD RETURNS

4.3.1 If Items purchased by the use of the P-card are unacceptable because the wrong Item is received, the Item received is not satisfactory, or is damaged or defective, or is a duplicate order; the Cardholder should contact the vendor to explain the problem. The Cardholder shall obtain replacement or correction of the Item or inquire about return policies within one business day after an issue is discovered. Immediate action to resolve a dispute is of extreme importance.

4.3.2 If the vendor has not replaced or corrected the Item by the date the Cardholder receives his or her Statement, the Cardholder shall consider the purchase of the Item in dispute.

4.3.3 If the Cardholder is disputing a charge, he or she shall:

- (a) Contact the vendor to negotiate an appropriate resolution.
- (b) If contacting the vendor does not resolve the issue, complete a Dispute Report and submit it to the P-card Issuer's representative with copies of the Dispute Report to the Administrator and County Auditor.
- (c) If an Item has been returned, the Cardholder shall request a credit voucher. If the Cardholder receives a credit voucher, the Cardholder shall verify that the credit is reflected on the Statement.
- (d) **The Cardholder shall not accept a cash refund under any circumstances.**

4.3.4 The Cardholder shall maintain a list of all disputed Items that have not been resolved and prepare a monthly report noting the Items from previous months.

4.4 CARDHOLDER RECORD KEEPING

4.4.1 For each P-card transaction, the Cardholder shall retain documentation to verify the purchases listed on the Cardholder's Statement.

4.4.2 The Cardholder shall continually maintain the Cardholder's Purchasing Log and include all pertinent information about each and every P-card purchase legibly in it.

4.4.3 When the Cardholder makes an "Over the Counter" purchase, the Cardholder shall retain the invoice and "customer" copy of the P-card receipt.

4.4.4 When the Cardholder makes a purchase by telephone, the Cardholder shall retain the documentation in the Purchasing Log and retain all shipping documentation.

4.4.5 The Cardholder shall send a copy of the Purchasing Log for the period covered by the Statement with the Cardholder's Statement to the Administrator within five (5) days after receipt of the Statement each month.

4.4.6 If purchased Items or credits are not listed on the Statement, the Cardholder shall retain the applicable transaction documentation until the next Statement. If the purchase Item or credit does not appear on the next Statement or the second following billing cycle Statement, the Cardholder shall notify the Administrator and the Purchasing Agent.

4.5 REVIEW OF MONTHLY STATEMENT

4.5.1 When the Cardholder receives the Statement from the P-card Issuer at the end of each billing cycle, the Statement should list the

Cardholder's P-card transactions for that period, the Cardholder shall check each transaction listed on the Statement against his or her Purchasing Log, receipts and any shipping documents to verify the Statement and note any discrepancies.

4.5.2 Upon receipt of the Statement from the P-card Issuer, the Cardholder shall write the applicable purchase order number next to the corresponding line item on the Statement, and send a copy of the Statement with the charges and the certified original Purchasing Log, to the County Auditor for payment processing.

4.5.3 The Cardholder shall carefully match complete supporting documents to the Purchasing Log and then to the Statement. The Cardholder shall neatly attach the original sales documents (purchase order, packing slip, invoice, cash register tape and P-card slips, etc.) for all Items listed on the Statement to the Statement and Purchasing Log in the order the transactions are listed in the Purchasing Log to facilitate audit substantiation. **IF THE CARDHOLDER DOES NOT ADHERE TO THIS PROCEDURE WITHIN 5 DAYS OF RECEIPT OF THE STATEMENT, THE ADMINISTRATOR SHALL REVOKE THE CARDHOLDER'S AUTHORITY TO USE THE P-CARD.**

4.5.4 If the Cardholder does not have documentation of a transaction listed on the Statement, he or she shall attach a certified statement that includes a description of the Items purchased, date of purchase, vendor's name, and the reason for lack of supporting documentation.

4.5.5 If there are any discrepancies, the Cardholder shall list the transactions incorrectly billed and show that the Item has been disputed.

4.5.6 The Cardholder shall sign the Statement, and present the Statement and supporting documentation to the Administrator for review. The Cardholder shall present the list of Cardholder's disputed Items to the Administrator.

4.5.7 The Administrator shall maintain a master list of all unresolved disputed Items on Statements.

4.5.8 If the Cardholder does not present a Statement and supporting documentation to the Administrator on a timely basis, the Administrator shall terminate the P-card and require the Cardholder to return the P-card to the Administrator.

4.5.9 Within 1 calendar day of receipt from the Cardholder, the Administrator shall forward the original signed and approved Statements and copies of supporting documentation to the Purchasing Agent for review, approval, and signature.

4.5.10 To minimize the risk of late charges and fees within **three (3) calendar days** after receipt of the Statement and supporting documentation, the Purchasing Agent shall check the Cardholder's Statement and Purchasing Log and confirm at least the following:

- (a) Receipts and shipping documents exist for each purchase.
- (b) The goods were received or the services were performed.
- (c) The Cardholder has complied with applicable procedures, including these P-Card policies and procedures.

4.5.11 The Purchasing Agent shall return the certified Statements and supporting documentation to the Administrator within **three (3) calendar days** of receipt of the initial package.

4.5.12 If the Purchasing Agent discovers missing documentation, failure to comply with the P-card policies and procedures, failure to comply with any Purchasing policies and procedures, or other discrepancies or issues; the Purchasing Agent shall immediately notify the Administrator to investigate the discrepancies. If there are no discrepancies or issues, the Purchasing Agent shall sign and approve the Cardholder's Statement for submission to the County Auditory for payment.

4.5.13 The Purchasing Agent's approval and signature on a Cardholder's Statement indicates that the Cardholder was authorized to make the purchases listed on the Statement and that those purchases were made in accordance with the applicable procedures.

4.5.14 The Administrator shall retain the Statements, original receipts, and supporting documentation for County files for a minimum of four years, and make those records available for audit upon request.

4.6 MONTHLY STATEMENT SUMMARIES

4.6.1 The contract with the P-card Issuer shall require the P-card Issuer to provide monthly Statement Summaries listing all transactions of all Travis County Cardholders to the Administrator. These summaries allow the Administrator to track each Cardholder's activities. These summaries act as a checklist for the Administrator to anticipate the Statements that are due from each Cardholder.

4.7 1099 CALENDAR YEAR REPORT

4.7.1 The contract with the P-card Issuer shall require that the P-card Issuer provide a report of all vendors from which purchases were made through the credit card that may be 1099-reportable within five business days of the end of each calendar year. The Administrator shall use all reasonable efforts to obtain this statement from the P-card Issuer on a timely basis and provide this report to the Auditor's Office no later than January 10 of each year or as soon after that as the Administrator can obtain the report. If the report is not received timely, the Administrator

shall take all appropriate measures to remedy any breach of the P-card contract. The County Auditor shall compare the report from the P-card Issuer with other County purchases to determine if the combined total of purchases for each vendor is 1099 reportable.

4.8 FOREIGN VENDOR 1042 REPORTING

4.8.1 Only the Administrator is authorized to make P-card purchases from foreign vendors. Before any credit card purchases are made from foreign vendors, the Administrator shall coordinate with the County Auditor to determine the appropriate tax forms to be completed, require the vendor to complete these tax forms, and receive the tax forms from the vendor. If the tax law requires that Travis County withhold money from a foreign vendor's payment, the credit card can not be used to make the purchase.

4.9 CARD SECURITY

4.9.1 The Cardholder is responsible for safeguarding the P-card and the account number.

4.9.2 If the P-card is lost or stolen, the Cardholder shall immediately notify the P-card Issuer at **1-800-890-0669**. P-card Issuer's representatives are available 24 hours a day. The Cardholder must tell the representative that the call is regarding a Travis County P-Card. The Cardholder shall notify the Administrator immediately if it is lost or stolen. The Cardholder is responsible for any unauthorized use of the P-card that is posted to the Statement after the P-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 and may include termination.

4.9.3 A new P-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 P-card that was reported lost or stolen, the Cardholder shall destroy the recovered P-card and return the pieces to the Administrator.

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

4.9.5 If the Cardholder allows anyone else to use his or her P-card or provides anyone else with his or her account number, the Administrator shall revoke the Cardholder's authority to use the P-card and require the Cardholder to return the P-card to the Administrator. The Cardholder is also subject to disciplinary action, the severity of which is consistent with the seriousness of the unauthorized used and may include termination.

4.9.6 If the Administrator revokes the authority of a Cardholder to use a P-card or if any Cardholder stops working for the Travis County Purchasing Office, the Administrator shall notify the P-card Issuer in writing to cancel that Cardholder's P-card immediately.

4.10 CARDHOLDER SEPARATION

4.10.1 Before a Cardholder stops working for the Travis County Purchasing Office, the Cardholder shall surrender the following to the Administrator

- (a) P-Card
- (b) Purchasing Log since the last Statement period ended,
- (c) original sales documents like the purchase order, invoice, cash register tape and P-card slips, for Items not previously list on a Statement
- (d) original delivery documents like packing slip, cash register tape and P-card slips for Items not previously list on a Statement, and
- (e) all information and documents related to disputed Items that have not previously been resolved, and
- (e) any other relevant documentation

4.10.2 Upon receipt of these, the Administrator will review, and approve the Purchasing Log. The responsibility for the surrendered P-card remains with the Cardholder until the Purchasing Agent receives it.

4.10.3 If a Cardholder makes an unauthorized purchase, the Administrator shall require the Cardholder to pay the County for the total dollar amount of all unauthorized purchases and other unauthorized costs charged to the P-card immediately. If the Cardholder does not pay for the unauthorized purchase immediately, the Administrator shall notify the Cardholder that the total dollar amount of all unauthorized purchases and other unauthorized costs charged to the P-card is a debt due and owing to the county and no funds are payable by the County to the Cardholder until the debt is paid. The amount may be deducted from the Cardholder's pay check unless a settlement agreement with the Cardholder provides for installment deductions to pay the amount over time. The Administrator shall notify Payroll Disbursement that a payroll deduction is necessary and prepare the forms requested by the County Auditor for this purpose.

4.10.4 If it is anticipated that a Cardholder may terminate employment, either voluntarily or involuntarily or if a Cardholder has given notice of termination, the Administrator shall determine whether there are any unauthorized purchases since the last certified Purchasing Log was submitted by the Cardholder. In addition, the Administrator shall determine whether there are any amounts still due from previous

unauthorized purchases. If there are any such amounts due, the Administrator shall require the Cardholder to pay the County the entire amount due immediately. If the Cardholder does not pay for the entire amount due immediately, the Administrator shall notify the Cardholder that the entire amount due is a debt due and owing to the county and will be deducted from the Cardholder's pay check. The Administrator shall determine the amount of compensation and accrued leave available to pay any the amounts due and payable. If there is any amount due to the County as a result of unauthorized purchases or and other unauthorized costs charged to the P-card, the Administrator shall not allow the terminating Cardholder to use any accrued leave until the entire amount due is paid in full. The Administrator shall notify Payroll Disbursement that a payroll deduction is necessary and prepare the forms requested by the County Auditor for this purpose.

4.10.5 If the Administrator does not follow the procedures in 4.10.3 and 4.10.4 timely to ensure that the Cardholder pays any amount due to the County as a result of unauthorized purchases or and other unauthorized costs charged to the P-card in full on or before termination, the Administrator is liable for the unpaid amounts that result from this negligence.

4.10.6 If the Administrator does not require any Cardholder to sign the "Employee P-Card Agreement," before a P-card is issued to the Cardholder, the Administrator is liable for the unpaid amounts that result from this negligence.

**TRAVIS COUNTY PURCHASING OFFICE
P-CARD PROGRAM
ENROLLMENT/REQUEST FORM**

I request that I be enrolled in the Travis County Purchasing Office P-Card Program. I understand that, if approved, I will be issued a P-card in my name that I can only use for authorized official Travis County business. As a Cardholder, I understand that I will be required to sign an Employee P-card Agreement before a P-card is issued to me.

REQUESTOR'S NAME: _____

EMPLOYEE ID NUMBER: _____

DEPARTMENT AND DEPARTMENT HEAD: Purchasing _____

IMMEDIATE SUPERVISOR OF REQUESTOR: _____

ACCOUNT NUMBER: _____

DEPARTMENT ADDRESS: P. O. Box 1748 _____

DEPARTMENT PHONE #: 512-854-9700 _____

DEPARTMENT HEAD NAME: Cyd Grimes _____

IMMEDIATE SUPERVISOR: _____

I request a Single Purchase Limit of \$ _____, not to exceed \$ _____ per month. Attached to this form is a list of merchants/product categories/activities to be restricted from purchase by this Cardholder (*to be completed by Purchasing Agent*).

For Purchasing Office Use Only

Card Number: _____ Date Issued: _____

Date Returned/Cancelled: _____ Holder's Initials: _____

Date of Training/Policy Issuance: _____

Administrator Signature: _____

As Cardholder, my signature acknowledges that I have received the listed P-card, training and P-card policies and procedures.

Cardholder Signature

Date

EMPLOYEE P-CARD AGREEMENT

I, _____, request a Purchasing Card (“P-Card”) through the Travis County Purchasing Office P-Card Program. As a Cardholder, I agree to comply with the following terms and conditions related to my use of the P-Card.

I understand that I am being entrusted with the P-Card and am making financial commitments on behalf of Travis County.

I understand that Travis County is ultimately liable to the P-card Issuer for all charges made on the P-Card.

I acknowledge that I am liable for all charges for purchases that are made that are not in compliance with this Agreement or not in compliance with the Travis County Purchasing Office P-Card Policies and Procedures (the “Policies”), a copy of which is attached to this Agreement.

I have received a copy of the Policies and understand the requirements of the use of the P-Card. I shall use the P-Card only for purchases made in compliance with the Policies. I shall not to make any personal purchases or any other purchase in violation of the Policies. I understand that the burden of proof will be upon me to show that the items were purchased in compliance with the Policies. I agree to obtain the best value for Travis County when using the P-Card to make a purchase.

If the P-Card is used in a manner not authorized by the Policies, I agree to notify the Purchasing Agent immediately. I understand that the County Auditor and the Purchasing Agent audit the use of the P-Card and that the Purchasing Agent takes appropriate actions to enforce this Agreement and violations of the Policies. If I do not follow the Policies, I shall return the P- card to the Purchasing Agent and I am also subject to disciplinary action, the severity of which is consistent with the seriousness of the violation of the Policies and may include termination.

I understand that it is my responsibility to safeguard the P-Card and account number and that I am personally liable for any charges resulting from my failure to safeguard the P-Card and account number. If the P-Card is lost or stolen, I shall notify the Purchasing Agent and P-Card Issuer immediately.

I agree to return the P-Card immediately upon request or upon termination of my employment (including retirement).

If I make purchases in violation of the Policies I am subject to disciplinary action, as well as liability for the total dollar amount of these unauthorized purchases, including any administrative fees charged by the P-Card Issuer or other associated costs in connection with the misuse.

I authorize the County Auditor to deduct total dollar amount of all purchases and other costs charged to the P-Card issued to me that are made not in compliance with this Agreement or with the Travis County Purchasing Office P-Card Policies and Procedures from my pay.

<i>Employee Signature</i>	<i>Employee ID#</i>	<i>Date</i>	<i>Department</i>
<i>Purchasing Agent</i>			<i>Date</i>

Attachment 2

**TRAVIS COUNTY
P-CARD PROGRAM
DISPUTE REPORT**

In accordance with the Travis County P-Card Program policies and procedures, the listed Item is in dispute:

Item Ordered:	_____
Date Ordered:	_____
Date Received:	_____
Authorized Amount:	_____
Statement Amount:	_____
Vendor:	_____

Card Number:	_____
Cardholder Name:	_____
Phone Number:	_____
User Department:	_____
Department Account:	_____

Reason for Dispute: _____

Actions taken to Remedy: _____
