

**TO: ALL COUNTY PERSONNEL**  
**FROM: VERDENIA C. BAKER**  
**COUNTY ADMINISTRATOR**  
**PREPARED BY: PURCHASING DEPARTMENT**  
**SUBJECT: EMERGENCY USE CREDIT CARD(S)**  
**PPM #: CW-L-045**

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**ISSUE DATE**  
February 10, 2017  
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**EFFECTIVE DATE**  
February 10, 2017  
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**PURPOSE:**

To enable the County Administrator or designee(s) to procure goods and services for the benefit of the County during times of emergency as determined pursuant hereto.

**UPDATES:**

Future updates to this PPM will be the responsibility of the Director of Purchasing.

**CREDIT CARD REQUIREMENTS:**

1. The use of the Credit Card(s) shall be conditioned upon an emergency affecting Palm Beach County, including but not limited to an emergency declared by the President of the United States, the Governor of the State of Florida, the Mayor to the Board of County Commissioners for Palm Beach County, or the County Administrator for Palm Beach County, and shall be used to purchase necessary County goods or services relating to the emergency.
2. The County Administrator shall designate management level County staff who, along with the Director of Purchasing, are authorized to use the Emergency Credit Card(s) ("Credit Card"). The County Administrator, the Director of Purchasing, and persons designated by the County Administrator as authorized to use the Credit Card(s), shall be referred to as "Cardholder".
3. There shall be only one (1) Credit Card account. Depending on the number of authorized Cardholders as designated by the County Administrator, there may be more than one (1) Credit Card issued from said account.
4. The name of "Palm Beach County" shall appear on the face of all Credit Cards.
5. The Cardholder's name shall appear on the face of the Credit Card.
6. The total Credit Card account limit shall not exceed \$1,500,000; and the limit on each Credit Card shall not exceed \$150,000. The Credit Card account limit may be increased by the financial institution upon request from the County Administrator or the Director of Purchasing.

## **POLICIES:**

1. In order to be an authorized user of the Credit Card, the Cardholder shall sign an “Emergency Credit Card Use Agreement”. (See ATTACHMENT 1)
2. The Cardholder shall not sign the back of the Credit Card. For verification, the Cardholder must carry and show personal identification to the vendor at the time of each purchase.
3. The Cardholder shall not use the Credit Card to make personal or unauthorized purchases.
4. The Cardholder shall not delegate use of the Credit Card to any other person not authorized by the County Administrator.
5. Willful intent by the Cardholder to use the Credit Card for personal gain or unauthorized use may result in disciplinary action up to and including termination of employment and prosecution to the extent permitted by law.
6. The Cardholder shall reimburse the County for any and all charges related to personal or unauthorized purchases made with the Credit Card, including costs relating to the collection of such charges.
7. Any unauthorized charges made by the Cardholder and owed to the County may be deducted from any monies due and owing to the Cardholder, including salary or wages.
8. The Cardholder shall immediately notify the Director of Purchasing upon discovering that the Credit Card has been lost or stolen.
9. The Cardholder shall follow the County’s policies and procedures with regard to the use of the Credit Card, and shall adhere to the Purchasing Ordinance and the policies and procedures related thereto. Failure to follow same may result in the revocation of Credit Card privileges and/or disciplinary action.

## **PROCEDURE FOR USE OF THE EMERGENCY CREDIT CARD(S)**

1. The Director of Purchasing shall work with the Finance Department to initiate and complete the Credit Card application/process; shall make recommendations to the County Administrator with regard to Cardholders; and, shall obtain each Cardholder’s signature on the “Emergency Credit Card Use Agreement”.
2. The Director of Purchasing shall retain and enforce all Emergency Credit Card Use Agreements.
3. The Director of Purchasing shall work with the Director of the Division of Emergency Management to designate a secure location within the Emergency Operations Center for the Credit Card(s) to be stored. The Credit Card(s) shall remain in the designated secure location within the EOC at all times when not in use.
4. When use of a Credit Card(s) is needed, the Cardholder shall contact the Director of Purchasing, or Designee, who shall have the Credit Card(s) retrieved from the secure location. The Director of Purchasing or Designee shall be responsible for documenting the issuance of the Credit Card(s) to the Cardholder(s) as well as documenting the return of same.
5. The Credit Card(s), along with a copy of the County’s Tax Exemption Certificate, shall be provided to the Cardholder. The Cardholder shall present the County’s Tax Exemption Certificate to the vendor at the time of each purchase made with the Credit Card.

6. The Cardholder(s) shall obtain the original receipt(s), credit card slip(s), invoice(s), packing slip(s), and all other documentation associated with the Credit Card purchase.
7. Subsequent to making the purchase(s), the Cardholder(s) shall, as soon as is possible, submit the original receipt(s), credit card slip(s), invoice(s) packing slips, and all other documentation associated with the Credit Card procurement to the Director of Purchasing. Said documentation is necessary and shall be used in reconciling the monthly billing statement for the Credit Card(s).
8. The financial institution shall send a statement of all charges incurred by the Cardholder(s) on a monthly basis to the Director of Purchasing. The Director of Purchasing, or Designee, shall reconcile each monthly Credit Card statement received from the financial institution in a timely manner and, upon approval thereof, shall forward the monthly statement along with all supporting documentation to the Finance Department for review and payment. Both the receiving of Credit Card receipts and the reconciling of monthly Credit Card statements in a timely manner is imperative in order to ensure that Palm Beach County does not incur unnecessary interest on any Credit Card charges made pursuant to this PPM.
9. The Director of Purchasing shall report any and all discrepancies between the monthly Credit Card statement and the original receipt(s), credit card slip(s), invoice(s) packing slips, and other documentation submitted by the Cardholder, to the Finance Department and to the County Administrator.

  
**VERDENIA C. BAKER**  
**COUNTY ADMINISTRATOR**

**Supersession History:**

1. PPM # CW-L-045, issued 8/1/2006
2. PPM#CW-l-045, issued 9/1/2011

**PALM BEACH COUNTY**  
**EMERGENCY CREDIT CARD USE AGREEMENT**

As an authorized Cardholder, I agree to the following terms and conditions regarding the use of the Palm Beach County Emergency Credit Card (“Credit Card”) that has been assigned to me for official County Business.

1. I hereby understand and agree that, by using the Credit Card, I am making financial commitments on behalf of Palm Beach County (the “County”).
2. I hereby understand and agree that under no circumstances am I to use the Credit Card to make personal or unauthorized purchases, either for myself or for others, nor shall I delegate use of the Credit Card to any other person not authorized by the County Administrator.
  - a. I hereby understand that the willful intent to use the Credit Card for personal gain or unauthorized use may result in disciplinary action up to and including termination of employment and prosecution to the extent permitted by law.
  - b. I hereby agree to reimburse the County for any and all charges related to personal or unauthorized purchases made with the Credit Card, including costs relating to the collection of such charges. I further agree that any such charges owed to the County may be deducted from any monies which would otherwise be due and owing to me, including salary or wages.
3. I hereby agree to follow the County’s policies and procedures with regard to use of the Credit Card, the Purchasing Ordinance, and the policies and procedures with regard to procurements in general. I fully understand that failure to do so may result in the revocation of my Credit Card privileges and/or disciplinary action.
4. I hereby agree to notify the Director of Purchasing immediately upon discovering that the Credit Card has been lost or stolen.

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Cardholder Signature and Title

\_\_\_\_\_  
Date

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Cardholder Name and Title (Print)