



Government Review & Efficiency Committee

Wednesday, August 3, 2022 2:30PM
40 McMaster Street, Ballston Spa, NY

Chair: John Lant

Members:

Phil Barrett
Diana Edwards-VC
Mark Hammond
Mike Smith

- I. Welcome and Attendance
- II. Approval of the minutes of the May 4, 2022 meeting.
- III. Amending the Policies and Procedures Manual to add a Procurement Card Policy and Procedure
- IV. Other Business
- V. Adjournment



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: County Administrator

DATE: 7/28/2022

COMMITTEE: Government Review & Efficiency

RE: Amending the Policies and Procedures Manual to add a
"Procurement Card Policy and Procedure"

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Amending the Policies and Procedures Manual to add a "Procurement Card Policy and Procedure"

3. Specific Details on what the resolution will authorize:

The Procurement Card (PCard) is a simplified and cost effective method of purchasing and remitting payment for approved expenditures. This will be available to all department heads when approved by the County Administrator. This agreement will NOT bypass any and all current Saratoga County policies that are currently in affect.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: YES or NO
 If yes, budget lines and impact must be provided.
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office
 Consulted

Please see attachments for impacted budget lines.
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

Human Resources Consulted

7. Does this item require hiring a Vendors/Contractors: Y N

a. Were bids/proposals solicited: Y N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: Y N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? Y N N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

The vendor used for this is currently on State Contract and no additional contract is required.

Purchasing Office Consulted

8. Is a grant being accepted: YES or NO

County Administrator's Office Consulted <input checked="" type="checkbox"/>
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a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other _____

10. Remarks:



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION -2022

DRAFT

Introduced by Supervisors Lant, Barrett, Edwards, Hammond and Smith

AMENDING THE POLICIES AND PROCEDURES MANUAL TO ADD A “PROCUREMENT CARD POLICY AND PROCEDURE” POLICY

WHEREAS, Resolution 330-82 adopted a manual of Policies and Procedures for the conduct of Saratoga County government; and

WHEREAS, since adoption, the Board of Supervisors has enacted several amendments to the Manual; and

WHEREAS, copies of the proposed “Procurement Card Policy and Procedure”, were provided to each member of this Board; and

WHEREAS, our Law and Finance Committee has recommended that the Saratoga County Policies and Procedures Manual be amended to add the new “Procurement Card Policy and Procedure”; now, therefore, be it

RESOLVED, that the Saratoga County Policies and Procedures Manual is amended to add the County of Saratoga’s “Petty Cash Policy”, as follows:

<u>CHAPTER</u>	<u>SECTION</u>	<u>TITLE</u>	<u>ORIGINALLY ADOPTED</u>
2	O	Procurement Card Policy & Procedure	New

and, be it further

RESOLVED, that the Administrator’s Office will distribute copies of these amendments to all County departments and agencies and shall post the new policies on the County’s Intranet website.

BUDGET IMPACT STATEMENT: No budget impact.



PROCUREMENT CARD POLICY

--DRAFT--

Chapter:	Title: Procurement Card Policy	Adoption:
Section:	Resolution:	
Sponsoring Department: Purchasing		

- I. Purpose: The Procurement Card is a simplified and cost-effective method of purchasing and remitting payment for approved expenditures. The Procurement Card is **not** intended to avoid or bypass appropriate purchasing procedures but is to be used in accordance with the guidelines established by the Saratoga County Board of Supervisors as detailed in this policy. The Procurement Card can be used for retail purchases, mailed, telephoned, internet or faxed orders. This policy/procedure provides the guidelines under which an employee may utilize their Procurement Card.
- II. Applicability: All Procurement Cards are issued at the request of the Department Head and card usage will be audited and can be restricted and/or rescinded at any time. Only the person listed on the card is authorized to use the card and it is only to be used for authorized county purchases. This policy should be read in conjunction with all County Procedures and Policies but specifically the Purchasing Procedures Policy (Chapter 2, Section C) and the Regulations on Contracts and Spending (Chapter 2, Section H). To the extent that this policy is interpreted to be in conflict with either the Purchasing Procedures Policy or the Regulations on Contracts and Spending, the Purchasing Procedures Policy and Regulations on Contracts and Spending shall control.
- III. Procurement Card Uses:
 - a. Procurement Cards may be used for authorized purchases of services, supplies, materials or lodging, travel or conference registration through means including in-person, via telephone, mail, internet or fax (e.g., such as services, supplies, materials, lodging, travel, and conference registration). The Procurement Card will not be used for any prohibited transactions and should be used in conformity with current Saratoga County policies and purchasing guidelines. Authorizations for dollar limits are set up to the limits set by the Purchasing Policy, which may change from time to time.

- b. Use of a Procurement Card for personal purchases is strictly prohibited at all times and under all circumstances. The following shall be considered misuse of a Procurement Card:
 - i. Purchasing items for personal use;
 - ii. Failure or refusal to reconcile expenses, attach necessary receipts of failure to submit reconciliation to the Auditing Department by established deadlines;
 - iii. Using the Card for any items clearly defined as “Not for Card use”; or
 - iv. Allowing or permitting another person to use a Procurement Card issued to you.

IV. Cardholder Responsibilities:

- a. Cardholders are required to read and acknowledge the Card Receipt and Card Holder Agreement prior to being issued a Procurement Card.
- b. Cardholders are responsible for informing the vendors that the County of Saratoga is a municipal organization that is exempt from sales tax. When using your card in person if a vendor will not process the transaction as tax exempt do not complete the transaction. If you are assessed sales tax on phone, Internet or mail orders the tax is to be adjusted on your statement before processing for approvals. If the credit does not get applied until the next monthly statement, the cardholder must note on the submission to Auditing that credit has been requested and will be on the next statement.
- c. If the purchase is for a service, the necessary contract and insurance information must be on file before the transaction can be processed. Purchases of products only without a contract generally do not require insurance.
- d. Refunds and exchanges must be credited directly back to the Procurement Card account. Under no circumstances shall cash be received for refunds or exchanges.
- e. If the Procurement Card is being used for the purchase of software or computer related items, approval from the Information Technology Department must be obtained in writing in advance.
- f. If the Procurement Card is being used to purchase a commodity (excluding travel, conference, and lodging) which is in excess of \$750.00 in value, approval from the Purchasing Department must be obtained along with the submission of a requisition request in the financial system.
- g. The Procurement Card should be treated with the same level of security as cardholders treat their own personal credit cards. Lost or stolen cards must be immediately reported to the card issuing company, Department Head and the

County Administrator. Replacement of the Procurement Card must be authorized by the Department Head and the County Administrator.

- h. A monthly statement and transaction report is provided on-line for each account which is available on the first day of each calendar month. The Cardholder will be responsible for reconciliation of all receipts with the monthly detailed statement, attachment all necessary receipts to the statement and submission to the department head for approval. Following Department Head approval all documentation must be forwarded to the Auditing Department for payment by the 7th day of each calendar month.
- i. Separation of Employment: When a Cardholder leaves County employment they must return their Procurement Card to their Department Head. The Department Head is responsible for ensuring the card is returned and cancelled. The Department Head shall also notify the Program Administrator of the employee's notice of separation of employment or actual ending date. The Procurement Card shall be physically destroyed (cut in half) and returned to the Program Administrator. The Department Head is responsible for submitting the final statement for the Procurement Card to the Auditing Department with all receipts attached. If an employee is on extended leave or disability, the Department Head should contact the Program Administrator to have the card "suspended" until the Cardholder returns to work.

V. Procurement Card Controls:

- a. The Procurement Card is not intended to avoid or bypass appropriate purchasing procedures. Cardholders should be familiar with and frequently review the Purchasing Procedures Policy (Chapter 2, Section C) and the Regulations on Contracts and Spending (Chapter 2, Section H).
- b. All Procurement Card purchases will be audited to confirm the Procurement Cards are being utilized responsibly, receipts are being retained, and the Cardholder's statements are being reconciled on a timely basis. Such audits should occur on a semi-annual basis and include review by the Department Head, Auditors Office, and Purchasing Department to ensure compliance with all rules, regulations and laws.
- c. Card Limits: Each card will have a maximum amount that can be spent per transaction. The County Administrator will set the maximum dollar limit per transaction, generally, the limit will be set per the Purchasing Policy (\$750.00), but can vary depending upon department needs.
- d. Exclusions by Merchant Category Code (MCC): Specific vendors are excluded from use on all the County Procurement Cards. Any attempt to use these vendors will cause the card to be declined and will be reported to the Program Administrator. Examples of excluded vendors include:

- i. Banks, ATM's, and Financial Institutions;
- ii. Liquor Stores;
- iii. Medical Services;
- iv. Restaurants, taverns and bars;
- v. Insurance Agencies;
- vi. Personal Service Providers (Dry cleaners, beauty salons, spas, etc.);
- vii. Amusement & Entertainment (golf courses, theaters, country clubs).

VI. Procurement Card Process:

a. Step 1 – Make a Purchase:

- i. Purchases can be made in person, over the telephone, by fax, or by mail by completing an order form or via the Internet. Documentation/receipts will be required for all purchases.
- ii. Make sure the vendor accepts procurement cards.
- iii. Identify yourself as a Saratoga County Employee.
- iv. Inform the vendor that you are making a tax-exempt purchase prior to completing the transaction. Each card should indicate tax exempt status.
- v. Make sure that the proper contract and insurance is on file if you are charging a service

b. Step 2 – Receive the Goods/Services

- i. Upon pick up or delivery of your goods, it is important to retain the receipt or packing list (if one is not provided you need to contact the vendor immediately for this documentation).
- ii. Every purchase made on the Procurement Card must be documented with a receipt, which could be in the form of a sales receipt, packing slip, and order form or registration application.
- iii. The cardholder needs to keep all receipts and charge slips for reconciliation of the statement.
- iv. All receipts must contain the following information:
 - 1. Merchant name; and
 - 2. Purchase date; and
 - 3. A description of each item purchased, including quantity; and
 - 4. Per item cost; and

5. Total cost; and
 6. Cardholder name
- v. If the required information is not on the receipt provided by the vendor, the Cardholder is to handwrite it on the receipt prior to attaching it to the statement. If a receipt is lost and cannot be replaced by the vendor a copy can be secured from the card issuing company.
 - vi. If an item has been ordered by mail that has not yet arrived and no receipt is available, this should be noted on the statement and a copy of the order form included if available, and the receipt forwarded to Audit as soon as it is received.
- c. Step 3 – Verification of Goods Received:
- i. The Cardholder is responsible for working with the vendor to correct any problems, exchanges or credits.
 - ii. You are responsible for locating any errors and reporting them to the card issuing company who may request complete details of the dispute in writing on county department letterhead in order to research the item in question.
 - iii. If you believe the supplier has charged you incorrectly or there is an outstanding quality or service issue, you must first contact the supplier and try to resolve the matter directly with the vendor. If a credit or adjustment is due be sure to highlight the line item on your copy of the monthly statement to verify receipt on your next monthly statement.
 - iv. The card issuing company must receive any charge dispute within 60 days of your statement date. While pending resolution, the card issuing company will credit your account for the amount of the disputed transaction. Although the card issuing company acts as the arbitrator in any dispute, you should never assume that a dispute will be resolved in your favor.
 - v. If the dispute is not resolved to your satisfaction, and you believe you have been unfairly treated by the supplier, please notify the Card Administrator with the relevant details.
 - vi. Any fraudulent charges must be reported immediately to the 24-hour Customer Service Center and the County Administrator. Prompt reporting of any such charges will help to prevent the county from being held responsible.

d. Step 4 – Reallocate the Charges:

- i. All charges made against the Procurement card shall be assigned an account number by the cardholder. The Department Head is responsible for the review and verification that all transactions are charged to the correct account.
- ii. The Department Head shall confirm that all purchases are reasonable, authorized for departmental business, and that the transactions were not in violation of the Purchasing or Procurement Card policies.
- iii. The Department Head shall review and approve the Cardholder statements by signing and dating it and forwarding it to the Auditing Department.
- iv. Approved statements with the attached receipts are due in the Auditing Department by the 7th of each calendar month. Card billings will be closed on the last day of each month. On the second working day of each month the cardholders should reconcile their transactions, attach all receipts and secure Department Head approval. If the required reconciliation or information is not submitted in a timely manner, the card will be cancelled.

e. Forms and Attachments:

- i. Saratoga County Procurement Card Request.
- ii. Saratoga County Procurement Card Acknowledgment of Card Receipt and Card Holder Agreement.
- iii. Saratoga County – Procurement Card – J.P. Morgan Procurement Card Lost/Stolen Card Notification Form.

**Saratoga County Procurement Card Acknowledgment of Card Receipt
And Card Holder Agreement**

Please read and sign page two of this form.

Employee Name: _____

Department: _____

Card Number: _____

Transaction limits are: Each \$ _____

You are being entrusted with a Saratoga County Procurement Card issued by through J. P. Morgan. The card is provided to you to take care of your need to purchase materials for the County. The card may be revoked at any time without your permission. Your signature below indicates that you have read the Purchasing and Procurement Card Policy and will comply with the policy and the terms of this user agreement.

I understand that I will be making financial commitments on behalf of the County and will strive to obtain the best value for the County when making purchases.

This Procurement card is issued in my name. I will not allow any other person to use my assigned card.

I have read the Saratoga County Procurement Card Policy Manual as well as this cardholder agreement, understand them, and I will comply with both. Failure to do so may be considered misappropriation of funds and may subject me to revocation of card privileges and disciplinary action.

I understand that the policies and procedures related to the Procurement Card Program may be updated or changed at any time. The Card Administrator will notify me of these changes. I agree to and will be responsible for the execution of any program changes.

I will review and approve transactions on a regular basis via the Internet and reconcile my monthly statement.

I will use the card only for authorized purchases.

I will obtain a hard copy receipt from the vendor each time the card is used. When ordering by phone or via the Internet, I will request the vendor provide me with a receipt. If the receipt is lost and cannot be replaced by the vendor, any charges for a copy through J. P. Morgan will be paid at my expense if a charge is required.

I understand that my card account is subject to internal control reviews and audits to protect the interests of Saratoga County and I agree to comply with these reviews and audits.

I am responsible for immediately notifying J. P. Morgan, my supervisor and the Program Administrator if the card is lost or stolen. I will complete the Lost or Stolen Card form and submit it to the Program Administrator.

Upon resignation/separation, or the request of my Department Head or the Program Administrator, I will turn in the card to the Department Head.

As I am responsible for all charges on the card, I will reconcile the statement and resolve any discrepancies by either contacting the vendor or J. P. Morgan.

Employee Signature: _____ Date _____

Program Administrator: _____ Date _____

Saratoga County – Procurement Card
J. P. Morgan Procurement Card
Lost/Stolen Card Notification Form

Name of Cardholder: _____

Cardholder Account Number _____

I certify that my Procurement Card has been lost/stolen. I first noticed it was missing on _____ (Date). I have called J. P. Morgan at (PHONE NUMBER) and have also spoken with my Department Head to notify them that the card is lost/stolen so that no more charges may be made on it.

Cardholder Signature _____

Department Head Signature _____

Upon completion of this form please email it directly to the (Program Administrator)