



DAWSON COUNTY PURCHASING CARD PROGRAM

POLICIES AND PROCEDURES

Revised January 17, 2019

1. PROGRAM BACKGROUND

Dawson County is a qualified participant in the State of Georgia Purchasing, Travel and Electronic Payment Card Solutions contract effective November 1, 2016. The Contract expires October 31, 2019. The Georgia Department of Administrative Services recommends that local entities participating in the program adopt the statewide purchasing policy; however, DOAS also recognizes that local governments are ultimately accountable to the county Boards of Commissioners which approve budgets and oversee local governmental affairs. The Board of Commissioners approved the use of the State Purchase Card program in Dawson County on September 7, 2006. ~~August of 2006.~~ Accordingly it is the responsibility of Dawson County to provide this purchasing card Operations and Procedures guide and to ensure adherence to the rules.

The Dawson County Purchasing Card is designed to enable authorized, full-time county employees to purchase supplies, materials and services for County use within the rules and guidelines set forth in the Dawson County Purchasing Ordinance and Resolution adopted in 2006. Furthermore, in Dawson County, the Purchasing Card, further known as p-card, shall be used as a travel card to the extent that airfare, hotel and meal expense are approved and allowable. A completed Travel and Expense form with copies of p-card receipts attached must be submitted to Finance for all travel related expense.

The Dawson County Purchasing Card shall only be used for official Dawson County business and must be surrendered upon termination of employment for any reason or upon demand by the Purchase Card Administrator or County Manager.

The County Manager or the Purchase Card Administrator shall approve all participation in the program. Every card applicant will participate in mandatory training prior to be assigned a purchasing card.

All official forms are attached to this document or can be obtained from the Purchase Card Administrator.

2. PROHIBITED USE

Under no circumstances is a cardholder permitted to use the p-card for personal purchases. Using the p-card for personal purchases will result in disciplinary action, up to and including termination from County employment and criminal prosecution. Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as cardholders. The official Code of Georgia, Annotated (O.C.G.A.) §36-80-24 shall be adhered to by Elected Officials.

The P-Card may not be used to purchase fuel, alcohol to obtain cash advances.

3: PARTIES INVOLVED

- a. Card Issuer - Bank of America's services include issuing Visa Purchasing Cards to Dawson County elected officials and employees, providing electronic transaction authorizations, and billing Dawson County for all purchases made on the cards.
- b. Dawson County - Arranges with the card issuer, Bank of America, to have Purchasing Cards issued to approved Elected Officials and employees and agrees to accept liability for the employees' use of the cards.
- c. Purchasing Card Administrator - The central Administrator located in the Dawson County Finance Department who coordinates the Purchasing Card program for the county and acts as the county's intermediary in correspondence with the card issuer.
- d. Department Head - Dawson County official who must approve employee's request for a Purchasing Card, designate Request Proxy Coders, designate default accounting code for purchases on the Purchasing Card, and submit applications to the Purchasing Card Administrator. Department Head's approval delegates

transaction authority to the Cardholder.

- e. Proxy Coder - An employee named by a Department Head and approved by the Purchasing Card Administrator to be responsible for General Ledger Coding of transactions for designated Cardholders in some departments. Coders will verify that transactions are legitimate business expenses and are classified appropriately.
- f. Cardholder - An employee of Dawson County who is approved by his/her Department Head to use the Purchasing Card to execute purchase transactions on behalf of the Organization.
- g. Vendor - The merchant from whom a Cardholder is making a purchase.

4. PURCHASING CARD PROGRAM OVERVIEW

- Purchasing Cards will be issued to approved full-time Dawson County employees and elected officials.
- The Cardholder's name must be embossed on the card.
- Cards and other accounts will not be issued in the name of a department or work unit to be shared by multiple employees.
- Cards are NOT transferable to another department.
- Each Cardholder is assigned to a Departmental Group. Cards cannot be transferred between groups.
- All Cardholders, not assigned to a Proxy Coder, shall be responsible for adding GL Coding in the WORKS system. Cardholders or Proxy Coders must sign off on every transaction.
- Every transaction shall include a brief justification for the expense stated in "Comments".
- The Department Head is responsible for reviewing all P-Card expenditures made by individuals in their Group. Department Head approval is verification that the expense was a legitimate use of County funds.
- The Purchase Card Administrator shall provide "Manager" review for all transactions made by a Department Head.
- The P-Card Administrator shall act as the Accountant for all transactions made by Department Heads and Cardholders.
- Employee's Department Head must approve the request for a card to be issued. The County Manager must approve a Department Head's request for a card.
- Cardholders make purchases (using established guidelines), receive itemized receipts for each transaction and receive a monthly Cardholder statement from Bank of America.
- Cardholder/Proxy Coder matches receipts to monthly statement and forwards to Department Head for signature approval.
- Purchasing Card Manager and Financial Reconciler will conduct individual 100% audits verifying receipts.
- Bank of America sends consolidated invoice to Dawson County at the end of monthly billing cycle which is the 27th of each month.
- An ACH payment is made to Bank of America within 25 days after the end of the billing cycle.

5. CARDHOLDER RESPONSIBILITIES

The Cardholder must use the Purchasing Card only for legitimate business purposes. The Purchasing Card may not be used for fuel, entertainment, alcohol, cash, items prohibited in the Dawson County Employee Handbook and other MCC categories.

- Use the Purchasing Card for legitimate business purposes only.
- Participate in all required training.
- Maintain the Purchasing Card in a secure location at all times.
- Not allow other individuals to use their Purchasing Card, whether in person, over the phone or over the internet.
- Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total transaction amount of any single transaction does not exceed purchase authority. Splitting a purchase that exceeds

the cardholder's limits into two or more transactions is not allowed and could be grounds for termination of employment.

- Sign off and GL code all transactions.
- Obtain and reconcile all sales slips, register receipts, and/or Purchasing Card slips to Bank of America's Cardholder statement monthly. OR, and provide it to a designated Proxy Coder for reconciliation, approval and allocation of transactions.
- Sign monthly statement attesting to the accuracy of all charges.
- Notify Department Head in writing (email) if the default accounting code should be changed on an individual transaction.
- Attempt to resolve disputes or billing errors directly with the vendor. If the dispute or billing error is not satisfactorily resolved, fax Bank of America the required Dispute Form (Attachment 2).
- Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent Cardholder statement.
- Never accept cash in lieu of a credit to the Purchasing Card account.
- Immediately report a lost or stolen card to Bank of America at 1-888-449-2273 (24 hours a day, 365 days a year).
- Immediately notify the Purchasing Card Administrator of a lost or stolen Purchasing Card at the first opportunity during normal business hours.
- Return the Purchasing Card to the Purchasing Card Administrator upon terminating employment with the County or transferring Departments within the County.
- If a vendor does not accept Visa, contact the Purchasing Card Administrator.
- Report erroneous and emergency transaction needs to the Purchasing Card Administrator during normal business hours.
- Ensure that sales tax is not charged on each purchase as per O.C.G.A. § 48-8-3.
- Ensure that no service in the amount of \$2,500.00 or more is placed on the purchasing card. A PO and e-verify form is required to facilitate reporting as per O.C.G.A. § 13-10-91.

Under no circumstances is a cardholder permitted to use the p-card for personal purchases. Using the p-card for personal purchases will result in disciplinary action, up to and including termination from County employment and criminal prosecution.

6. DEPARTMENT HEAD RESPONSIBILITIES

- Ensure the Purchasing Card is used for legitimate business purposes only.
- Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total transaction amount of any single transaction does not exceed purchase authority. Splitting a purchase that exceeds the Cardholder's limits into two or more transactions is not allowed and could be grounds for termination of employment.
- If applicable, designate a Proxy Coder for all cardholders without access to the WORKS application.
- Sign off and verify GL codes for transactions made by department Cardholders or Proxy Reconcilers.
- Complete department's online GL coding by the designated day every month.
- Sign monthly statement of all department cardholders attesting to the accuracy of all charges.
- Submit all reconciled P-card statements with corresponding receipts to the Purchasing Card Administrator by the 10th of the month.
- Notify Purchasing Card Administrator in writing (email) if the default accounting code should be changed on a transaction.
- Immediately report a lost or stolen card to Bank of America at 1-888-449-2273 (24 hours a day, 365 days a year).
- Immediately notify the Purchasing Card Administrator of a lost or stolen Purchasing Card at the first opportunity during normal business hours.

- Ensure return of the Purchasing Card to the Purchasing Card Administrator of any direct report that terminates employment with the County or transfers Departments within the County.
- If a vendor does not accept Visa, contact the Purchasing Card Administrator.
- Report erroneous and urgent transaction needs to the Purchasing Card Administrator during normal business hours.

7. PROXY CODER RESPONSIBILITIES

The Department Head may request that a Proxy Coder be approved by the Purchasing Card Administrator to code and reconcile transactions for cardholders within his/her department. The Proxy Coder responsibilities include:

- Sign off and GL code all transactions in WORKS.
- Obtain and reconcile all sales slips, register receipts, and/or Purchasing Card slips to Bank of America's Cardholder statement monthly for each cardholder.
- Attempt to resolve any disputes with vendor and/or Bank of America not resolved by Cardholder.
- Notify Purchasing Card Administrator within 3 to 5 days of any unresolved disputes, noting the reason for dispute.
- Notify Purchasing Card Administrator of lost or stolen cards.
- Request Purchasing Card Administrator to cancel a card (e.g. terminated employees, transferring departments, loss of purchasing card privileges) as approved by Department Head.
- Collect cancelled cards from Cardholders and forward to Purchasing Card Administrator.

8. PURCHASING CARD ADMINISTRATOR RESPONSIBILITIES

The Dawson County Chief Financial Officer will assign a Purchasing Card Administrator(s) to be responsible for the over-all Purchasing Card program. Responsibilities include:

- Act as Dawson County liaison with Bank of America and DOAS Purchasing Card Manger.
- Utilize Works software from Bank of America.
- Review Department approved applications for completeness of required information and process.
- Train Cardholders before releasing p-card.
- Conduct annual review of cardholder use and cancel under-used cards.
- Update all Cardholder Agreements (Attachment 1) annually, signifying agreement with the terms of the Purchasing Card program.
- Handle disputed charges/discrepancies not resolved by Cardholder or Departmental Liaison.
- Establish default GL codes and update as necessary.
- Sign off and approve Department Head transactions as "Manager"
- Sign off and approve all transactions as "Accountant"
- Review use of Purchasing Card data for appropriateness and compliance to Purchasing Policy.
- Adjust Purchasing Profiles to accommodate approved, over credit limit or unusual MCC code purchases. All Profile changes must be documented.
- Secure revoked Purchasing Cards and submit information to Bank of America.
- Receive and review Bank of America statement.
- Ensure that lost or stolen cards have been blocked by Bank of America.
- Forward vendor set up requests to Bank of America.
- Assist the Cardholders and Department Heads with erroneous declines and emergency transactions.
- Communicate policy, deadlines and other vital information to cardholders.
- Provide County Manager with monthly reports.

9. ACCOUNTS PAYABLE ADMINISTRATOR

- Process electronic upload of bill to accounting.

- Sign off and approve Purchase Card Administrator's transactions as "Manager"
- Sign off and approve Purchase Card Administrator's transactions as "Accountant"
- Provide oversight of all Purchasing Department Transactions
- Reviewing usage of Purchasing Card data for appropriateness.
- Clear Exceptions prior to upload.
- Prepare bill for payment and submitting to Accounting for ACH payment.
- Reconcile Bank of America's bill to Bank of America's electronic file and to the transaction totals posted to the Organizations accounting system.

10. CARDHOLDER ELIGIBILITY

Criteria to receive a Purchasing Card are as follows:

- Applicant must be a full-time employee or elected official of Dawson County.
- Applicant's request for a Purchasing Card must be approved by his/her Department Head.
- Employee must attend a training session before receiving their Purchasing Card.
- Each individual Cardholder must sign a Cardholder Agreement (Attachment 1) in the presence of the Purchasing Card Administrator.

11. CARDHOLDER LIABILITY

The Purchasing Card is a corporate charge card which will not affect the Cardholder's personal credit; however, it is the Cardholder's responsibility to ensure that the card is used within stated guidelines of the Purchasing Card Cardholder Manual as well as Dawson County Purchasing Policy (Purchasing Ordinance) relating to the expenditure of Dawson County funds. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures that may include termination.

Using the p-card for personal purchases will result in disciplinary action, up to and including termination from County employment and criminal prosecution. Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as cardholder

12. CARDHOLDER STATUS

The Purchasing Card Administrator may suspend or close an account if a Cardholder: (a) transfers to a different department, (b) moves to a new job in which a Purchasing Card is not required; (c) violates any of the p-card rules detailed below:

13. VIOLATIONS

- The Purchasing Card is used for personal or unauthorized purposes.
- The Purchasing Card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to the Organization.
- The Cardholder allows the card to be used by another individual.
- The Cardholder splits a purchase to circumvent the limitations of the Purchasing Card.
- Use another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the Purchasing Card.
- The Cardholder fails to provide Departmental Liaison/Purchasing Card Administrator with required receipts.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder does not adhere to all of the Purchasing Card Policy.

14. LOST, MISPLACED OR STOLEN PURCHASING CARDS

Cardholders are required to immediately report any lost or stolen Purchasing Card to Bank of America toll-free at 1-888-449-2273 (24 hours a day, 365 days a year). The Cardholder must also immediately notify the Purchasing Card Administrator about the lost or stolen card at the first opportunity during normal business hours.

15. SPENDING CONTROLS

The Purchasing Card is to be used only official County business. Dawson County general use profile for staff Purchasing Cards is set at \$2,999.99 per transaction with a maximum of \$5,000 per month, per card. The Single Transaction Limits is \$2,999.99 in accordance with the Purchasing Ordinance. The Emergency Services Director and the Public Works Director have a \$10,000 monthly credit to facilitate emergency response needs after the Board of Commissioners has been formally declared a local state of emergency, per the County Purchasing Policy.

16. EMERGENCY TRANSACTIONS

For any transaction that does not meet the spending controls assigned to the card, the Cardholder must contact the Purchasing Card Administrator for assistance. The Purchasing Card Administrator will retain documentation justifying any profile changes made to accommodate the purchase with the County Manager's approval.

During a countywide emergency, the County Manager may authorize temporary single transaction limit and monthly credit limit increases as deemed necessary to care for the welfare of the citizens.

17. ERRONEOUS DECLINES

Should the Purchasing Card be erroneously declined by a vendor, the Cardholder should immediately contact the Purchasing Card Administrator for assistance. If a purchase is being made outside of normal Dawson County business hours, the employee must find an alternate payment method or terminate the purchase and contact the Purchasing Card Administrator during normal hours.

19. CREDITS

Vendors will issue all credits to the individual Purchasing Card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a Cardholder accept cash in lieu of a credit to the Purchasing Card account.

20. UNRESOLVED DISPUTES AND BILLING ERRORS

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Cardholder should:

- Contact Bank of America at 1-866-266-0212 directly for assistance.
- Mail to BANKCARD CENTER, P. O. Box 982238, El Paso, TX 79998-2238 or fax to Bank of America at 1-888-678-6046 a signed Bank of America Dispute Form (available from the Purchasing Card Administrator) to document the reason for the dispute.
- Contact the Purchasing Card Administrator for assistance if an acceptable resolution is not obtained.
- The total amount billed by Bank of America will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when the credit appears on the Bank of America billing.

21. SECURITY AND STORAGE

- a. Purchasing Cards - Cardholders should always treat the Purchasing Card with at least the same level of care

as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be loaned to another person for any reason.

- b. Program Documentation - The Purchasing Card Administrator will verify the Cardholder's statement against the vendor receipts/packing slips/charge slips and forward the completed documentation to the Accounts Payable Administrator for verification. The reconciled statements and receipt back-up will be stored in Accounts Payable along with, billing statements, reconciliation of accounting statements, WORKS programs, and copies of transmittals and correspondence with Bank of America. Applications, Cardholder Agreements, Status Changes and correspondence will be retained by the Purchasing Card Administrator.

22. VENDOR SET UP

The Finance Department will conduct a study of frequently used vendors for purchases under \$3,000.00 which qualify for use of the Purchasing Card by Cardholders. If a vendor frequently used by Dawson County employees does not accept the Visa card, the County will assist in recruiting the vendor to take the necessary steps to begin acceptance of the card and provide this information to Bank of America. Cardholders should contact the Purchasing Card Administrator when encountering vendors who do not accept the card.

23. VENDOR BLOCKING

Transactions will be blocked at the point-of-sale level for the certain types of vendors dictated by Dawson County.

24. PURCHASING CARD SET UP, MAINTENANCE, AND CLOSURE

All contact with Bank of America for Purchasing Card set up, maintenance and closure (except for reporting lost or stolen cards) will be handled by the Purchasing Card Administrator who is located in the Dawson County Finance Department.

25. CARD SET-UP

- County employee completes a Dawson County Purchasing Card application and submits to his/her Department Head for completion and approval. Department Heads will submit their application directly to the Purchasing Card Administrator.
- Department Head signature approval delegates transaction authority to the Cardholder.
- Approved application is sent to the Purchasing Card Administrator.
- Purchasing Card Administrator reviews application for completeness and submits application to Bank of America in format approved by Bank of America.
- Upon receipt of the Purchasing Card from Bank of America, the Purchasing Card Administrator will conduct a training session with the Cardholder prior to issuing the card.
- Cardholder signs Cardholder Agreement signifying agreement with the terms of the Purchasing Card program.

26. CARD MAINTENANCE

- Department Head is to make all maintenance requests to the Purchasing Card Administrator.
- Purchasing Card Administrator will submit all maintenance requests to Bank of America.

27. CARD CLOSURE

- a. Lost or Stolen Cards - Cardholder must immediately report the lost/stolen card to Bank of America at 1-888-449-2273. Cardholder must also contact the Purchasing Card Administrator who will follow up with

Bank of America to ensure the account has been closed.

- b. Terminated or Transferred Employees - Department Head is to secure Purchasing Cards from terminated employees and employees who transfer to another department. The Department Head will immediately notify the Purchasing Card Administrator by phone of the termination or transfer. A request for closing the Cardholder account will be submitted to Bank of America by the Purchasing Card Administrator within 2 days of receiving the notification. All Purchasing Cards are to be returned to the Purchasing Card Administrator for disposal.
- c. Other Card Revokes/Closures - Purchasing Card Administrator will notify Bank of America immediately of all revokes and closures.

28. RECONCILIATION, APPROVAL & ALLOCATION OF BILLING

a. Receipt and Payment of Bank of America Billing

- At the close of the monthly billing cycle, Bank of America will send a paper billing statement to Dawson County.
- Purchasing Card Administrator will review bill and payment in full will be made to Bank of America.
- Accounts Payable will prepare payment voucher for an ACH to be issued to Bank of America. Voucher will be prepared within 5 days after receipt of the Bank of America bill and processed so that payment will reach Bank of America no later than 25 calendar days after the close of the billing cycle of the previous month.
- ACH will be transmitted in accordance with Bank of America's instructions.

b. Allocation of Purchasing Card Charges to Departments

- A default accounting code will be assigned to each Purchasing Card issued. Bank of America will submit an electronic reporting file to Dawson County which will be used to charge all Cardholder transactions to the default accounting code unless adjustments are made as follows:
- As transactions are made, Cardholders will receive a notification email from Bank of America.
- Cardholder (or Proxy Coder) will log into WORKS, complete the GL codes, insert comments and sign off on the transaction. The transaction will then go automatically to the Manager/Department Head queue.
- The Manager/Department Head will log into WORKS, review the expenditure, verify the coding and sign-off or flag the transaction.
- After the Manager/Department Heads signs off on the transaction, an email must be sent to the Purchasing Card Administrator to make any changes to the GL codes.

29. SALES TAX

O.C.G.A. §48-8-3 exempts purchases made by all State, any county or municipality of this state, fire districts from State Sales and Use Tax when payment is made with appropriated funds. Cardholders must present the Department of Revenue Sales and Use Tax Exemption, Form ST-5, to suppliers upon request. This form is available from all Finance Staff.

The requirement for out-of-state suppliers to charge Sales and Use Tax on shipments to purchasers in the State of Georgia does not apply to tax-exempt State Entities. In order to avoid confusion, the cardholder must provide out-of-state suppliers with a copy of the ST-5 prior to placing an order to be shipped into the State of Georgia. If the supplier refuses to remove taxes, the cardholder must make the purchase from a different supplier whenever possible.

Cardholders are responsible for ensuring that merchants do not charge tax or provide a credit for inadvertent charges.

1. If taxes are charged, the cardholder must contact the merchant to obtain a credit to the account. Sales tax cannot be disputed with the Bank.
2. Credits cannot be obtained by any other method, including, but not limited to, cash, gift cards, or store credit.
3. Documentation of attempts to obtain credit for any State Sales and Use Tax charged in error must be maintained with the documentation for the transaction where the tax was charged.

30. AUDIT

Department Heads or their designee will assemble and forward Cardholders statements, charge slips and receipts to the Purchasing Card Administrator for audit by internal and external auditors. Receipts for purchases must be maintained for 7 years.

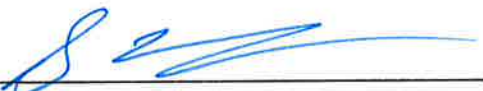
31. REPEALER

All resolutions or ordinance or parts of resolutions or ordinances in conflict with the terms hereof are hereby repealed.

32. SEVERABILITY

If any paragraph, sub-paragraph, sentence, clause, phrase or any portion of this policy shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this policy as to any particular situation or set of circumstances shall be declared invalid or unconstitutional, then such invalidity shall not be construed to affect the portions of the policy not held to be invalid, nor shall the application of the policy to other circumstances be held invalid. It is hereby declared to be the intent of the Board of Commissioners of Dawson County to provide for separable and divisible parts, and the Board of Commissioners hereby adopts any and all parts that are not held invalid.

Approved and adopted this 17th day of January, 2019.



Chairman, Board of Commissioners

Attested:



County Clerk

Public Hearing Dates:

1. January 10, 2019
2. January 17, 2019

Vote:

4 Yes
0 No
0 Abstained

State of Georgia Purchasing, Travel and Electronic Payment Solution



**Dawson County
Cardholder Application and Profile Request Form**

Department Name: _____

Check the appropriate box:

Date: _____

New Cardholder Request
Cardholder Profile Change Request

Card Number: _____

Cardholder Name:

Cardholder Signature: _____

Cardholder Phone Number:

Cardholder Email Address: _____

Single Transaction Limit: _____

Monthly Credit Limit: _____

Department Head can designate up to \$2,999.99

Department Head can designate up to \$5,000.00

Department Head:

Department Head Signature: _____

County Manager Signature: _____

Purchase Card Administrator Signature: _____

**Form will NOT be considered until all signatures are affixed.
Send form with original signatures to the Purchasing Card Administrator**

For Official Use Only

Background Check Requested on:

By: _____

Background Check Received on:

By: _____

Credit Check Received on:

By: _____

Approved on:

By: _____

Activation # _____

Denied on:

By: _____

Reason:

State of Georgia Purchasing, Travel and Electronic Payment Solution



Dawson County Cardholder Agreement

Dawson County is entrusting you with this Purchasing Card to be used for the legitimate business benefit of the County. It represents trust in you and your empowerment as a responsible agent to safeguard and protect Dawson County assets.

I, _____, hereby acknowledge receipt of a Purchasing Card, Card Number XXXX-XXXX-XXXX-_____, a VISA® card issued by Bank of America, which will only be used to acquire materials and supplies for Dawson County. I agree to comply with the following terms and conditions relating to my use of the Purchasing Card.

1. As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the Purchasing Card Policy and Purchasing Card User's Guide. I have received a copy of the Purchasing Card Policy and confirm that I have read and understand its terms and conditions. In addition, I have completed the required Purchasing Card Training.
2. I understand that Dawson County is liable to Bank of America for all charges I make on the Purchasing Card.
3. I agree to use the Purchasing Card for authorized official business purchases only and agree not to charge personal purchases. I authorize Dawson County to take whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law.
4. I agree to notify Purchasing Card Program Administrator at 706-344-3501 X 42216 or lwhalen@dawsoncounty.org if my name or contact information changes. I further acknowledge that name changes will require proof of change, i.e. copy of marriage license and/or decree of legal change.
5. If the Purchasing Card is lost or stolen, I will immediately notify Bank of America at 1-888-449-2273. I will also notify Purchasing Card Program Administrator, in writing, at the first opportunity during normal business hours.
6. I understand that improper or fraudulent use of the Purchasing Card may result in disciplinary action, up to and including termination of my employment. I further understand that Dawson County may terminate my right to use the Purchasing Card at any time for any reason.
7. I agree to surrender the Purchasing Card immediately upon request or upon termination of employment for any reason.

-Signature Page to Follow-

State of Georgia Purchasing, Travel and Electronic Payment Solution



Dawson County
Cardholder Agreement Signature Page

Agreed and accepted this _____ day of _____ 20__.

CARDHOLDER:

Signature _____ Date _____

Print Name _____ Phone _____

Department _____

DEPARTMENT HEAD:

Signature _____ Date _____

Print Name _____ Phone _____

Department _____

PURCHASING CARD ADMINISTRATOR:

Signature _____ Date _____

Print Name _____ Phone _____