




county of ventura

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DATE: November 28, 2014

TO: Procurement Credit Card Cardholders and Approvers

FROM: Rosa Cenicerros, Procurement Services Manager 

SUBJECT: **PROCUREMENT CREDIT CARD UPDATE**

The purpose of this update memo is twofold:

1. Provide notification that the Credit Card Policy and Procedure Manual has been updated.
2. Increase Cardholder awareness regarding non-conforming purchases and reporting requirements.

The updated **PROCUREMENT CREDIT CARD POLICY & PROCEDURE MANUAL** can be found on the Procurement intranet website:

http://vcweb/gsa/procurement/procurement_card.aspx

Major changes include:

- o Policy change regarding training. The payment of off-site training or registration fees is no longer restricted. You may use the Procurement Card.
- o There is an updated Cardholder Statement of Questioned Item form (**the fax number has changed**).

We continue to have non-conforming purchases in the following areas, and ask for your cooperation in adhering to the Restricted Items and Use Policies:

- o The purchase of iPads/Tablets is subject to the Ventura County Cellular Device Policy, which requires that all cellular devices over \$300 (including smartphones, iPads, tablets, with accessories) be approved by IT Services and the CEO. IT Services' Technology Policies and purchase approval information can be located at:

<http://vcweb/policies/>

- o Services (labor of any kind) – not allowed due to 1099 reporting and insurance requirements
- o Office Supplies/Toner Cartridges – these are contract items; use contract vendor; exceptions allowed under certain conditions (contact Procurement Services regarding any vendor issues)
- o Splitting of Purchases – purchases should not be split to circumvent the single purchase limit
- o Retirement Gift Purchases – must include the name of employee and number of years of service

Lastly, Order Logs must include adequate descriptions; "miscellaneous" and "supplies" do not provide sufficient detail. We understand exceptions to restricted uses are sometimes necessary; however, Order Logs should include an explanation any time the credit card is used for a restricted item or services, as well as any approvals for the exception.

Questions can be directed to Jeralee Seymour at 654-3711.

Thank you for your cooperation.