

EXHIBIT A

21-074

198.03 EXPENSES

(a) Permitted expenses. Cardholders may use procurement cards to procure the following necessary goods and services for the Program Participant:

- (1) subscriptions, publications and bulletins;
- (2) office supplies;
- (3) computer supplies, software, hardware;
- (4) materials and supplies;
- (5) equipment purchase and rental;
- (6) licenses, permits and fees;
- (7) memberships for work purposes;
- (8) shipping, freight and postage;
- (9) airline tickets for approved travel;
- (10) hotel reservations for approved travel;
- (11) training expenses for approved training;
- (12) conference and seminar fees;
- (13) utilities
- (14) fuel purchases under the Fiscal Office's Fuel Testing Program;
- (15) hospitality items as defined under Section 177.24 of the Codified Ordinances of the County of

Summit;

(16) contract and professional services.

(17) food purchases made by the Executive's Department of Law and Risk Management, Division of Public Safety - Emergency Management Agency solely during an activation of the Emergency Management Agency for an emergency event or the Court of Common Pleas solely for food for sequestered jurors or the Executive's Department of Human Resources for a County-sponsored Health Fair.

(18) Gift cards, clothing, food, household items and any other expenses which are authorized as permitted expenses by the terms of the grants received by the Court of Common Pleas, Juvenile and General Divisions.

(b) Prohibited expenses. Cardholders shall not use procurement cards to pay for any personal expenses, including those expenditures not pre-approved for county travel. Cardholders shall not use procurement cards to pay for any expenditure not listed in Section 198.03(a). Examples of prohibited expenditures include:

- (1) entertainment;
- (2) alcoholic beverages;
- (3) food, except as set forth in the subsection (a) above;
- (4) fuel;
- (5) tuition reimbursement;
- (6) personal and incidental travel expenses;
- (7) interest, late charges, debt service, judgments or settlements.