

CHAPTER 198  
Procurement Card

198.01 Definitions.

198.02 Spending and transaction limits.

198.03 Expenses.

198.04 Misuse.

198.05 Additional conditions.

198.06 Annual estimate of work-related expenses.

198.07 Policies and procedures development and evaluation.

198.01 DEFINITIONS.

(a) "Procurement card" means a credit card as authorized by Section 301.29 of the Ohio Revised Code and this Chapter, but excludes gasoline and telephone credit cards.

(b) "Card provider" means the vendor selected to provide the procurement card after solicitation and advertisement for requests for proposals, as required by Section 301.29 of the Ohio Revised Code.

(c) "Cardholder" means the employee designated in writing by a Program Participant as the person who is responsible for procuring necessary goods and services for the Program Participant and who has physical possession of the Program Participant's procurement card and is responsible for its safekeeping. The Cardholder shall also be designated on the Cardholder Application, which is signed by the appropriate official of the Program Participant and the County Executive.

(d) "Large dollar transaction procurement card" means the procurement card held by the Department of Finance and Budget, intended for use in the countywide procurement program.

(e) "Program" means the countywide procurement card program.

(f) "County program administrator" means the person designated by the County Executive as the administrator for the procurement card program, who shall be responsible for administration of the County's contract with the card provider, for enforcement of this Chapter and for the development of policies and procedures to enforce this Chapter, which shall include guidelines to ensure purchases are properly authorized and reconciled. The county program administrator may not be a cardholder.

(g) "Department program coordinator" means the employee or a program participant designated in writing by a program participant as the person who is responsible for the enforcement of the Participant's procurement card policy in cooperation with the county program administrator. The department program coordinator may not be a cardholder.

(h) "Program participant" means any officeholder, department, or agency of the county that holds a regular procurement card and the County Executive's Department of Finance and Budget, which is authorized to hold one (1) large dollar transaction procurement card.

(Ord. 2007-186. Adopted 5-14-07.)

#### 198.02 SPENDING AND TRANSACTION LIMITS.

(a) Regular procurement cards. **Except when authorized in advance by the Director of Finance and Budget, A** all procurement cards other than the large dollar transaction procurement card are subject to the following maximum spending and transaction limits:

Annual spending per card:	Limited to appropriations
Daily spending per card:	<del>\$ 5,000.00</del> 10,000.00
Monthly spending per card:	<del>\$ 20,000.00</del> 50,000.00
Single transaction limit:	<del>\$ 5,000.00</del> 10,000.00
Daily number of transactions per card:	10

(b) Large dollar transaction procurement card. The large dollar transaction procurement card is subject to the following maximum spending and transaction limits:  
Annual spending per card:

Annual spending per card:	Limited to appropriations
Daily spending per card:	Limited to appropriations
Monthly spending per card:	Limited to appropriations
Single transaction limit:	Limited to appropriations
<del>Daily number of transactions per card:</del>	<del>5</del>

(c) Approval of large dollar transaction procurement card purchases required. All purchases made by the large dollar transaction card in excess of **the established thresholds five thousand dollars (\$5,000)** shall require the approval of the Board of Control and County Council, if applicable, under Chapter 177 of the Codified Ordinances of the County of Summit.

(Ord. 2007-186. Adopted 5-14-07; Ord. 2019-466. Adopted 12-9-19; Ord. 2020-072. Adopted 3-30-20.)

### 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 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.

(Ord. 2007-186. Adopted 5-14-07; Ord. 2010-488. Adopted 11-29-10; Ord. 2015-054. Adopted 2-9-15; Ord. 2018-236. Adopted 6-18-18; Ord. 2020-323. Adopted 10-5-20; Ord. 2021-074. Passed 3-29-21; Ord. 2021-346. Adopted 11-22-21.)

#### 198.04 MISUSE.

(a) Suspension or cancellation of card. In the event that a cardholder or other employee uses the procurement card for the payment of prohibited expenses or otherwise misuses the card, the county program administrator may suspend or cancel the card, and shall notify the Program Participant and Department of Internal Auditing that such action has been taken.

(b) Personal liability for misuse of procurement card. A procurement card is intended to be used only for the procurement of necessary goods and services for the Program Participant. If a cardholder or other employee misuses a procurement card, they shall be subject to discipline, up to and including termination. In addition, the cardholder or employee misusing the card shall be personally liable for the repayment of funds and the matter may be referred to the County Prosecutor for further action, including criminal prosecution.

(Ord. 2007-186. Adopted 5-14-07.)

#### 198.05 ADDITIONAL CONDITIONS.

(a) Procurement card purchases shall meet all requirements of the County approval process. All purchases made with a procurement card shall meet the requirements of Chapter 177 of the Codified Ordinances, Section 5705.41 of the Ohio Revised Code, the process for the appropriation of County funds and the County approval process, including, but not limited to, where applicable, the approval of the Information and Technology Board and its subcommittees, completion of Part I travel forms and approvals for payments to the card provider.

(b) Program participants shall adopt a formal policy for the use of a procurement card. Each program participant shall adopt a formal policy specific to the participant's needs, for the use of a procurement card prior to being issued a card. This policy shall be no less restrictive than the County policy and shall include guidelines to ensure purchases are properly authorized and reconciled. Copies of the participant's policy shall be provided to the county program administrator and to the Director of the Department of Internal Auditing prior to the issuance of a participant's procurement cards. The participant's department program coordinator shall be responsible for the enforcement of the policy in cooperation with the county program administrator.

(c) Payment of late fees and finance charges. No late fees or finance charges shall be paid unless authorized by County Council.

(Ord. 2007-186. Adopted 5-14-07.)

#### 198.06 ANNUAL ESTIMATE OF WORK-RELATED EXPENSES.

All program participants shall annually submit to the Department of Finance and Budget, as part of their operating budget request, an estimate of the total necessary good and services for the following year that will be paid by procurement card. The Executive shall certify the approved estimates to the County Fiscal Officer along with the specific appropriation line items from which the expenditures are to be made. The Fiscal Officer shall then certify the availability of funds to cover the approved estimates pursuant to section 5705.41(D) of the Ohio Revised Code.

(Ord. 2007-186. Adopted 5-14-07.)

#### 198.07 POLICIES AND PROCEDURES DEVELOPMENT AND EVALUATION

The County Executive is hereby authorized to develop policies and procedures to enforce this Chapter, which shall include guidelines to ensure purchases are properly authorized and reconciled.

The County Program Administrator is hereby directed to provide an annual written evaluation of the countywide procurement card program to County Council and present the findings of the evaluation to the Finance Committee of County Council. The first such evaluation shall be provided to Council no later than four (4) months following the implementation of the pilot program, shall be provided annually thereafter.

(Ord. 2007-186. Adopted 5-14-07.)