

Purchasing Card Policies & Procedures



Revised January 12, 2026

**THIS POLICY AND PROCEDURES MANUAL
REPLACES AND SUPERSEDES ALL PREVIOUS REVISIONS.**

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**COUNTY OF VOLUSIA, FLORIDA
THIS POLICY AND PROCEDURES MANUAL REPLACES AND
SUPERCEDES ALL PREVIOUS REVISIONS.**

SECTION I - INTRODUCTION

The County of Volusia Purchasing Card Program is designed to improve efficiency in processing low dollar purchases by allowing approved County employees to purchase approved commodities and services directly from a Vendor using the Purchasing Card as the contracting and payment vehicle. The Purchasing Card is issued to a named individual and the County of Volusia or logo representing the Constitutional Officers is clearly shown on the card as the governmental buyer of goods and services. Floater Cards are issued in the department/division name.

The Purchasing Card shall only be used for County authorized purchases, and may not be used for any personal purchase. Any personal use will require immediate reimbursement and may result in disciplinary action in accordance with the Merit Rules and Regulations.

Purchasing & Contracts and Accounting monitor the performance of the program. Questions or concerns should be directed to:

Purchasing Policy or Procedures:
Pam Wilsky, Purchasing & Contracts Director
736-5935, County Ext. 15779

Purchasing Card Operations:
Jennifer Ditslear, Activity Project Manager
626-6627, County Ext. 16627

Tabatha Freedman, Senior Procurement Analyst
822-5702, County Ext. 15702

Payment/Accounting:
Pam Bair, Accounts Payable Supervisor
736-5933, County Ext. 12054

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736-5933, County Ext. 12050

A. PURPOSE - POLICIES AND PROCEDURES:

To accomplish the missions of County government, the requirements for small value, non-recurring procurements can sometimes be best fulfilled by the County employees working closest to the need. This program is designed to empower approved County employees to make purchases with a total value less than nine-hundred-ninety-nine dollars (\$999.00) in accordance with good procurement practices, the County Purchasing Ordinance, and Purchasing Policies and

Procedures.

The Purchasing Card shall only be used for small, non-recurring purchases, unless authorized by the Purchasing and Contracts Director.

The purposes of these Purchasing Card Policies and Procedures are to:

ensure Purchasing Card purchases are in accordance with the County's ordinances, policies and procedures.

reduce the time spent processing low dollar transactions.

ensure that the County bears no legal liability from inappropriate use of Purchasing Cards.

These Purchasing Card Policies and Procedures are the minimum standards for Constitutional Officers, Department Directors, Division Directors, and other delegated Directors.

Constitutional Officers and Department Directors may establish additional, more stringent procedures for their organizations.

The Purchasing & Contracts Director shall have the authority to empower specific Purchasing & Contracts Division employees to make purchases with a total value greater than nine-hundred-ninety-nine dollars (\$999.00) in accordance with good procurement practices, the County Purchasing Ordinance and Purchasing Policies and Procedures.

The Human Resources Director is authorized to have a floater card which has a customized MCC code which will allow for the director or designated person, to purchase goods and services for employee recognition programs for the County (such as restaurant gift cards, flowers, and recognition luncheons.)

The Parks, Recreation and Culture Division shall have a single purchase limit of \$25,000 for each of their Recreation Program Floater Cards. The Parks, Recreation and Culture Division shall ensure that procurement practices and the County Purchasing ordinance are adhered to in establishing the recreation schedule and related expenditures.

The Purchasing & Contracts Director shall have the authority to issue Emergency Purchasing Cards for purchases during events declared an Emergency by the County Manager.

The Purchasing & Contracts Director is authorized to approve customized profiles when appropriate for payments of monthly invoices and utilities as needed.

Constitutional Offices may revise allowable uses/charges with the approval of the Director of Purchasing and Contracts submitted in writing.

B. DEFINITIONS:

For the purposes of this Purchasing Card Policy and Procedure Manual, the following terms, phrases, words and their derivations shall have the meaning given herein.

<u>Appropriateness</u>	The purchase should clearly serve a County function.
<u>Approver</u>	Same as Purchasing Card Manager.
<u>Cardholder</u>	The individual issued a Purchasing Card that is responsible for all transactions made on the card account.
<u>Cardholder Profile</u>	The description of the Cardholder's transaction and monthly limits, included or blocked MCCs, default accounting code, reporting hierarchy, physical address, and Purchasing Card Manager.
<u>Card Manager</u>	Same as Purchasing Card Manager.
<u>Constitutional Officer</u>	Constitutionally designated elected governmental official.
<u>Delegate</u>	The individual designated by the Department/Division Director and/or Constitutional Officer to input card reconciliation data.
<u>Department/Division</u>	The organizational unit defined by the Department Director or Constitutional Officer.
<u>Department/Division Director</u>	Constitutional Officer or Department Director. May also include Division Director if responsibility has been delegated by Constitutional Officer or Department Director.
<u>Floater Card</u>	A Purchasing Card issued in the name of the Department / Division only.
<u>Bank</u>	The bank that issues the credit cards in the County's name and to whom the County pays the monthly charges.
<u>MCC</u>	Merchant Category Code, a code established by the merchant's bank that describes the merchant's primary business function.
<u>Merchant</u>	Same as Vendor.
<u>Procurement</u>	Includes purchasing, buying, renting, leasing or otherwise acquiring any commodity, service or equipment.
<u>Procurement Card</u>	Same as Purchasing Card.
<u>Purchasing</u>	Same as Procurement.
<u>Purchasing Card</u>	The credit card issued by the County for small non-recurring purchases. It may mean either a general purchasing only card or a travel only card depending on context.
<u>Purchasing Card Administrator</u>	Individual(s) appointed by the Purchasing & Contracts Director to support the administrative functions of the Purchasing Card Program within the County.

<u>Purchasing Card Company</u>	Same as Bank
<u>Purchasing Card Manager</u>	The individual(s) appointed by the Department/Division Director to support the administrative functions of the Purchasing Card Program within each Department/Division.
<u>Pyramiding</u>	Subdivision of an order to circumvent the Purchasing Ordinance, Policies and Procedures. <u>This is an illegal activity.</u>
<u>Recurring Purchase</u>	Making two or more purchases/charges when the user has reason to believe additional purchases/charges of the same nature would be incurred by the County within the next twelve months.
<u>Supplier</u>	Same as Vendor.
<u>Vendor</u>	Any organization that sells commodities, services, equipment, or construction to the County. Same as Merchant and Supplier.

C. HOW THE PURCHASING CARD PROGRAM WORKS

The Purchasing Card system simplifies the procurement/disbursement process. Procurement responsibility and accountability are delegated to the Constitutional Officers and Department Directors who enable authorized Cardholders to place orders directly with Vendors and to pay for the purchase using the Purchasing Card.

When a purchase authorization is requested by the Vendor at the point-of-sale, the transaction is verified against preset limits and MCC codes established by the employee's Department and Purchasing and Contract Director, respectively. Transactions are approved or declined (electronically) based on the Purchasing Card authorization criteria established. The authorization criteria may be adjusted periodically as needed and may include, but is not limited to, the following:

Single purchase limit as set by the Constitutional Officer, Department Director or Division Director(not to exceed \$999.00 for the General Purchasing Card)

Monthly spending limit

Approved Merchant Category Codes

The authorization process occurs through the electronic system that supports the Purchasing Card processing services under the County of Volusia's agreement with the Bank.

D. WHO DOES WHAT?

The following are the minimum responsibilities of the individuals and organizations involved in the Purchasing Card system.

Cardholder

Each Cardholder shall:

- Abide by and make each purchase in accordance with the Volusia County Purchasing

Policies and Procedures;

- Hold and keep secure the Purchasing Card and card number;
- Order materials and services that are needed and required by his/her Departments/ Division/Constitutional Officer;
- Receive and inspect all ordered materials and services, report discrepancies to Vendor and to Card Manager.
- Collect and save sales receipts, invoices, and packing slips;
- Turn all invoices and receipts into their Department/Division/Constitutional Officer Card Delegate within three (3) working days of the charge being made or upon return from a trip, or as designated by the Department/Division/Constitutional Officer (Travel only card).
- Provide clear written documentation on the items or services bought including what was bought and what County purpose the item or service is for and attach it to the receipts of the items or services purchased.
- Identify and handle disputed charges;
- Know his/her transaction and monthly limits;
- Know the approved types of Vendors of which he/she can use his/her Purchasing Card;
- Work with their Card Delegate to:
 - Review monthly statements for validity of all transactions;
 - Match receipts with monthly card statement;
 - Approve monthly statements and certify charges prior to submitting to Accounting.
- If Cardholder has a purchasing Travel Card, he/she shall abide by the County Travel Policies and Procedures.
- When approved by the Department Head, Division Head or Constitutional Officer, Cardholder may act as their own Card Reconciler.

Department/Division Purchasing Card Delegate

Department/Division Purchasing Card Delegate shall:

- Receive all invoices/receipts from each Card holder
- Review all invoices/receipts to verify all information necessary for processing is available to allow proper accounting of charge and proof of authorized purchase (item(s) purchased clearly identified, Cardholder's signature, and account number(s) to be charged);
- On or before ten (10) days after the close of each monthly cycle, key all accounting information using the Bank Web based system to properly identify all charges for cards assigned to them for data entry;
- Provide invoices/receipts and statements to the Departments/Divisions Card Manager for their review and action.

Department/Division Purchasing Card Manager

Department/Division Purchasing Card Manager shall:

[Individual(s) designated by Department Director or Constitutional Officer]

- Review monthly statement(s) with card Delegate;
- Review each transaction for complete and appropriate documentation;

- Review each transaction to ensure that it is appropriate and for approved County purposes.
- Report undocumented and apparent inappropriate charges to the Department/Division Director/Constitutional Officer;
- Verify the appropriateness of budget information (i.e., fund / Department/Division / org. assigned to charges);
- Handle disputed items not resolved by Purchasing Card Administrator;
- Forward completed monthly transactions with correct general ledger account number(s) to Accounts Payable, by entering the Bank Web based system and approving charges and forwarding them to Accounting;
- Attach all supporting receipts and documentation with a copy of the appropriate monthly statement(s), and maintain files for not fewer than five (5) fiscal years after the close of the current year;
- Perform regular inspection of card possession by Cardholders;
- Attend Purchasing Card Manager Training presented by the Purchasing & Contracts and Accounting Divisions;
- **A Cardholder cannot be his/her own Card Manager and cannot be the Card Manager for a superior or supervisor;**
- Immediately report to the Department/Division Director/Constitutional Officer any misuse of the County Purchasing Card - including any inappropriate purchase or any personal use of the County Purchasing Card.

Department Director or Constitutional Officer

Department Director or Constitutional Officer Shall:

NOTE: The Department Director or Constitutional Officer may delegate the following responsibilities to the Division Director(s) and designate at least one Purchasing Card Manager for each Departments/Divisions that has Purchasing Cards, and empower the individual with sufficient authority to be responsible for review of all transactions, for approving transaction charges, reporting problems, and submittal of statements to Accounting. The Department Director or Constitutional Officer may delegate any or all of the responsibilities to the Division Director, but will still be responsible for all activities in their departments/and assigned divisions.

- Submit a request to Purchasing & Contracts for a Purchasing Card for each full time employee in their Department/Division that has a job requirement to make small, non-recurring purchases;
- Submit a request to Purchasing & Contracts for a travel card for each full time employee in their Department/Division that has a job requirement to travel on a regular basis;
- Set the transaction limit and monthly spending limits for each Cardholder within established guidelines;
- Determine if Cardholders will do their own keying using Bank platform or designate a Card Delegate and empower the individual with sufficient authority to be responsible for the input of all data into the Bank platform;
- Establish for their Department/Division written Purchasing Card procedures for in-person, telephone, and internet orders;
- Formulate resolution and disciplinary procedures for situations involving improper usage of the Purchasing Card;

- Regularly review the statements for authorized usage and/or trends of usage that may dictate a need for Purchasing & Contracts intervention;
- Approve the monthly submittal(s) authorizing charges;
- Immediately collect the Purchasing Card(s) from any Cardholder who quits, retires, is terminated, or goes on any type of extended leave;
- ***Immediately notify the Purchasing Card Administrator of terminated, resigned, or retired Cardholders or Cardholders that will be absent from the office for any extended period of time so that a temporary hold can be placed on the card;***
- Evaluate the need to cancel or reissue cards when employees transfer within the Department/Division;
- Annually evaluate whether each Cardholder within the Department/Division still requires his/her card(s), and whether the transaction and monthly limits are still appropriate for the duties of that individual.

Purchasing Card Administrator

Purchasing Card Administrator shall:

(Appointed by Purchasing & Contracts Director)

- Coordinate issuance and cancellations of cards;
- Coordinate program policy issues;
- Participate in ongoing program reviews;
- Participate in resolving billing disputes;
- Maintain Policy and Procedure manual;
- Prepare and distribute reports as requested to support the Department Directors and Constitutional Officers;
- Coordinate training for Cardholders, reconcilers, and Purchasing Card Managers;
- Perform daily maintenance on Purchasing Card profiles;
- Perform audit tasks, as needed.

Accounting

Accounting shall:

- Contact Card Delegate/Manager for correct account information for any found to be incorrect;
- Receive consolidated statement from Bank;
- Confirm that all charges are authorized by the Departments/Divisions Manager(s);
- Pay monthly charges from consolidated statement;
- Process accounting data from Bank into the on-line accounting system;
- File and store statements;
- Maintain data base within Bank of account numbers and authorized combinations.

Purchasing & Contracts Director

Purchasing & Contracts Director shall:

- Approve/disapprove each request for a Purchasing Card;
- Provide final resolution of Supplier disputes;
- Evaluate Vendor discount opportunities.
- Evaluate Purchasing Card feedback from Suppliers;

- Review Purchasing Card activities on a countywide basis, evaluate for trends, initiate corrective actions as required, and/or establish competitively awarded contracts for repetitively purchased commodities and services;
- Regularly review the Purchasing Card Policies and Procedures and make recommendations to the Finance Director (CFO) from a financial and accounting standpoint;
- Provide regular training to Purchasing Card Managers and Cardholders;
- Work with Directors, Constitutional Officers, and Managers to assist them in the effective and efficient use the Purchasing Card process to accomplish their respective missions.

Business Services Director

Business Services Director shall:

- Approve Purchasing Card Policy and Procedure changes;
- Provide facilitation and resolution among Department Directors and Constitutional Officers on policy issues.

County Manager

County Manager shall:

- Provide final resolution on all policy issues.

SECTION II - POLICIES AND PROCEDURES

A. ASSIGNMENT AND CONTROL OF THE PURCHASING CARD

1. REQUEST FOR AND ISSUANCE OF PURCHASING CARD

- a. Each request for a new Purchasing Card shall be made by submitting a completed Purchasing Card Request Form to the Purchasing Card Administrator.
- b. Each request for a change to a current Cardholder's profile shall be made by submitting a completed Purchasing Card Change Request Form to the Purchasing Card Administrator.
- c. Only a full time Volusia County employee may have a Purchasing Card issued in his/her name. A volunteer cannot have a general purchasing or travel card issued in his/her name or use any County issued Purchasing Card. A temporary employee or leased employee cannot have a general purchasing or travel card issued in his/her name or use any County issued Purchasing Card. A part time employee may be approved for a general purchasing or travel card issued in his/her name by the Purchasing & Contracts Director on a case-by-case basis with written justification by the Constitutional Officer or Department Director.
- d. Each request for a Purchasing Card shall be signed by the Department Director, Division Director or Constitutional Officer (electronic signatures are accepted).
- e. Purchasing Cards may be issued to individual employees who frequently purchase goods and services, or who frequently travel on official County business.
- f. The Purchasing Card will have the employee's name, the County or Constitutional Officer name, and the expiration date embossed on the face of the card. The County's Florida sales tax exemption number shall be provided to the Cardholder. The Purchasing Card Bank will not have individual Cardholder information other than the Cardholder's name and work address. No credit records, social security numbers, etc., of the Cardholder are maintained by the Bank.
- g. When the Purchasing Card Administrator receives a Purchasing Card request, the Cardholder will be required to attend and complete Cardholder training, which is held virtually. Each card must be activated by the Purchasing Card Administrator after the Cardholder has attended the training. The individual will be required to acknowledge acceptance.

2. LOST OR STOLEN PURCHASING CARDS OR CARD NUMBERS

- a. If a Purchasing Card is lost, stolen, or misplaced, or if the Cardholder thinks that the number has been compromised and/or used without his or her authorization, the Cardholder shall **immediately notify the Purchasing Card Administrator**
- b. The Cardholder is responsible for reporting all information necessary and completing all forms required to minimize any potential liability to the County for a lost or stolen card or card number, and to work with any law enforcement Departments/Divisions or Constitutional Officer in prosecuting theft.

3. TERMINATION, EXTENDED LEAVE, OR TRANSFER OF CARDHOLDER

- a. When an employee ends his/her employment, is terminated or suspended, or goes on any type of extended leave including but not limited to Family Leave, Military Leave, Leave of Absence, or Workers Compensation Leave, the Department/Division Director shall collect the Purchasing Card(s), cut it (them) in half, and submit the card(s) to the Purchasing Card Administrator. If the Departments/Divisions Director is unable to collect the Purchasing Card(s) from the employee, the Departments/Divisions Director is responsible for immediately calling the Purchasing Card Administrator and advising her/him of the situation so she/he can immediately cancel the card(s).
- b. If a Cardholder moves (transfer or promotion) to another Department, the Departments/Divisions Director shall be responsible for immediately notifying the Purchasing Card Administrator of the transfer/promotion. The new Department Director or Constitutional Officer will be responsible for initiating and approving a Purchasing Card(s) for the transferred/promoted employee.
- c. If a Cardholder moves (transfer or promotion) within the same Department or Elected Office, the Department Director or Constitutional Officer has the choice of either canceling the employee's Purchasing Card(s), or, having a change request completed and submitted to the Purchasing Card Administrator to change the reporting hierarchy including default accounting code on the existing card(s).

B. CARDHOLDER USE OF PURCHASING CARD

1. CARDHOLDER USE ONLY

The Purchasing Card may be used only by the employee whose name is embossed on the card. No other person is authorized to use the card, not even a supervisor. Employees within the Division or Activity printed on the card and authorized by the Division or Activity Director or Manager may only use a Floater card. Employees must also attend the Purchasing Card Training prior to using the Floater Card.

The Cardholder is responsible and accountable for all transactions that occur on his or her card until the card is reported to the Bank and Purchasing & Contracts as lost or stolen. The

Cardholder may be personally responsible for any costs incurred by the County for any improper use of his or her Purchasing Card.

The Cardholder cannot give permission for anyone else to use his or her card or to make any transaction using his or her card or card number.

Any person using another's Purchasing Card or Purchasing Card number is in violation of Volusia County Policies and Procedures.

2. COUNTY PURCHASES ONLY

The Purchasing Card shall only be used for County authorized purchases.

The Purchasing Card may not be used for any personal use and any such use will require immediate reimbursement and may result in disciplinary action in accordance with the Merit Rules and Regulations.

All purchases shall be made in accordance with the Volusia County Code and Purchasing Policies and Procedures.

3. PROHIBITED USES OF PURCHASING CARDS

- a. The following types of items may not be purchased with a Purchasing Card, regardless of the dollar amount:
 - 1) Cash, cash advances, traveler's checks, money orders or any other financial instrument;
 - 2) Vehicle repairs - with the exception of the Fleet Division.
 - 3) Purchase of gasoline or fuel within the County is prohibited. Gasoline, fuel, or oil may be purchased IF the Cardholder is using a travel card **AND** purchase is required on approved travel.
 - 4) Telephone or telecommunication with the exception of the Information Technology (IT)/Communications Division.
 - 5) Any additional goods or services specifically restricted by the Departments/Divisions/Activities/Constitutional Officer.
 - 6) Travel expenses such as hotels, food, and airline tickets [unless Cardholder is using a travel card.]
 - 7) Any purchase from a "drinking establishment," or liquor store including the purchase of alcoholic beverages with meals when traveling and using travel card.
 - 8) Construction, construction repairs, including emergency repairs or any other building/facility maintenance, painting, carpeting, or any other remodeling work **cannot** be purchased on a Purchasing Card. [Use existing Master Agreement(s), or submit a completed requisition to request any of these services regardless of amount. If the repair is an emergency, follow the emergency procedures.]
 - 9) Computers, computer accessories, computer peripherals, or any type of software (including upgrades) **cannot** be purchased on a Purchasing Card without the written approval of IT staff.
 - 10) Temporary help, legal fees (except County Attorney's Office) **cannot** be purchased

- using a Purchasing Card. [Use existing Master Agreement(s), or submit an RQS to request any of these services regardless of amount], unless authorized by Purchasing and Contracts division.
- 11) If there is a service contract that must be signed by a County agent, then the Purchasing Card shall **not** be used. Submit the request on a completed RQS with all original backup attached.
 - 12) Tuition Reimbursement (must be submitted on proper form to the Personnel Division).
 - 13) Clothing items outside of any contract for uniforms are prohibited unless specifically authorized for an exception by the Department/Division Director (i.e. jeans, tennis shoes, etc.)
- b. Commodities and services that the County does not purchase are also blocked.

4. SALES TAX

- a. The County is exempt from Florida State sales tax, local option sales tax and local tourism-related taxes. This does not apply to meals or food consumed in a food service establishment (restaurants, cafes, delis, etc.). *Florida Vendors have the right to accept or deny an exemption.* When making any purchase with the Purchasing Card with a Vendor in Florida, the Cardholder shall inform the Vendor that the purchase is for official County of Volusia, Florida business purposes, and therefore is not subject to any State of Florida, or any city sales or use tax. If the Vendor refuses to grant the sales tax exemption, it is at the discretion of the card holder to either continue and work with the Vendor to have the tax credited, or not to continue with the order
- b. Purchases made from firms in other states are not automatically exempt from that state's sales or use taxes. Each political Department/Division/Constitutional Officer (e.g. Volusia County) is required to file for a sales and/or use tax exemption certificate from the other state, and it is up to that state to grant or deny the exemption. The Card Manager shall work with Accounting to determine if tax exemption certificate has been filed for the state in question.
- c. If the purchase is made from a Vendor outside of Florida, the Cardholder shall inform the Vendor that the purchase is for official County of Volusia, Florida business purposes, and shall request an exemption to any local sales or use taxes. If the tax exemption is denied, the Cardholder should proceed with the transaction IF the total cost, including the tax, is still within the Cardholder's limits and the purchase is still a good value.
- d. A copy of the State of Florida tax exemption certificate is included with each Purchasing Card and is located on the Purchasing and Contracts website under forms. If you have a problem with any Vendor about sales or any other taxes, please contact the Purchasing & Contracts office.

5. SPENDING LIMITS

- a. The Constitutional Officer or Department Director shall set two limits for each Cardholder: (1) single purchase limit; (2) 30-day limits, on each Purchasing Card requested.
- b. The maximum amount of any single transaction for a purchasing only card (excluding a travel card) is limited to \$999.00. The \$999.00 amount includes the cost of the product or service and all shipping and handling charges, etc. Lower single transaction limits may be set by the requesting Director. This applies to both cards in individual names and Floater cards.
- c. The monthly/30 day credit limit is the maximum amount that could be charged by the Cardholder within the monthly billing cycle. This is generally set at \$1,000 - \$3,000, but lower limits may be set by the requesting Director. Any request for a monthly limit greater than \$10,000 shall be justified by memo by the Department Director or Constitutional Officer. There must be a direct correlation between the individual's job requirements and the monthly spending limit, or the Departments/Division's requirements on a Floater card and the monthly spending limit.
- d. Requests for spending limit changes shall be initiated by sending a completed Change Request Form to the Purchasing & Contracts Director that is signed by the Department or Constitutional Officer. One-time purchase limits will be approved via email. Requests for permanent spending limit changes will not be acted upon until the properly signed Change Request Form is received in the Purchasing & Contracts Office.
- e. A purchase may be made of multiple items, but the invoice cannot exceed \$999.00 or the Cardholder's limit if less than \$999.00. Purchases over \$999.00 shall be made by Purchase Order under the County Purchasing Policies and Procedures (*this does not apply to a purchase made with a travel only purchasing card*). Charges for purchases shall not be split to stay within the single purchase limit. Making multiple charges (pyramiding) to circumvent the single transaction limit will be considered a violation of the Purchasing Policies and Procedures and may result in disciplinary action against the Cardholder.
- f. Travel only purchasing cards are generally limited to \$2,500.00 per transaction and the monthly limit is generally set at \$3,500.00. Other amounts may be approved, depending upon the needs of the particular employee or Departments/Divisions or Constitutional Officer. A travel card can only be used to purchase travel related services such as airline tickets, hotel reservations, food, etc.
- g. Exception to Purchasing Card single or monthly transaction spending limits for a specific purchase may be made in writing by the Department/Division for approval by the Department/Division Director and the Purchasing and Contracts Director. After both approvals are received, a Purchasing Card single or monthly transaction spending limits for a specific purchase may be made. The Department/Division must

notify the Purchasing Card Administrator upon completion of the transaction.

6. OTHER CONDITIONS

- a. Back-orders: All items ordered (either over-the-counter at the Vendor's location, or via telephone or Internet) must be immediately available before a charge can be authorized or completed by the Cardholder. Regulations set by credit card issuers prohibit Vendors from posting a charge to the card account prior to shipping the order or completing the service. An item may be back-ordered, but the Vendor cannot charge the Cardholder's card until the item is picked up or shipped to the Cardholder.
- b. A hotel may charge one (1) night's deposit to guarantee a hotel reservation. Airlines may charge the total amount of the ticket as soon as the ticket is confirmed, even if the ticket is for future travel.
- c. If a purchase is to be made over the Internet, before typing your card number into the system, ensure that the transaction is occurring in secure mode. If you cannot confirm a secure mode, then do not type your card number into the system. Call the Vendor to complete your order. Card numbers should not be saved on any website for any reason for any Vendor.
- d. Some mail order/Internet Vendors compare the requested shipping address to the Purchasing Card account address. All of the County's Purchasing Cards' account addresses are listed as 123 West Indiana Avenue Suite 302, DeLand, FL 32720. If you have a problem completing an order due to this issue, please contact Purchasing & Contracts for assistance at 386-736-5935, or ext. 15935. Goods shall not be delivered to home addresses.
- e. The Cardholder shall use existing Master Agreements for the purchase of required commodities and services. Multiple purchases from non-master agreement Vendors for the commodities and services on awarded price agreements using the Purchasing Card is grounds for revocation of the individual's and/or Department's/Division's Purchasing Card(s).
- f. Each Cardholder is responsible to ensure that each Vendor that performs service work in/on any Volusia County premise has the required minimum liability insurance before authorizing a Purchasing Card charge to that Vendor. This does not apply if the Vendor is only delivering a product to a County facility. A copy of the insurance certificate(s) shall be kept with the Cardholder's files attached to the transaction documentation.
- g. Construction building/facility maintenance or remodeling work is not a permitted use of the Purchasing Card.
- h. The Cardholder is responsible to ensure that each Vendor that performs any service work for Volusia County has the proper professional licenses before authorizing a Purchasing Card charge to that Vendor. A copy of the license shall be kept in the

Cardholder's files attached to the transaction documentation.

- i. Refunds shall be made by a credit issued against the original Cardholder's Purchasing Card. Some Vendors do not process credits as quickly as purchases and this may affect a Cardholder's monthly limit. Cardholders shall not request a refund by cash or check without prior approval from the Purchasing & Contracts Director.
- j. Since County taxpayers funds are used to buy commodities and services, all incentive programs rewards, such as frequent flier or frequent buyer accounts, belong to the County. Personal use of any such reward may be considered a violation of these Policies and Procedures and may result in disciplinary action. It will require immediate repayment to the County of the value of the reward. If there is any question about such reward programs, contact either the Purchasing & Contracts Director (736-5935 or 822-5779 or ext. 15779) or the County Attorney's Office (as applicable) (736-5950 or ext. 15950) for clarification before you attempt to use it.
- k. Deposits/Advance Payments: The Purchasing Card cannot be used to place a deposit or make an advance payment on any product or service (except periodical subscriptions, conference reservations, maintenance contracts, hotel reservations or airline tickets). This is a violation of both the credit card contract and Volusia County Purchasing Policies and Procedures. The card shall not be used to pay for quote requests.
- l. Recurring Purchases: The Purchasing Card shall not be used to pay recurring charges such as cell phone usage or monthly/quarterly maintenance contracts. These shall be submitted on a requisition (RQS) for the entire year's requirements. The user shall work with Accounts Payable to establish recurring payment vouchers for those agreements with the same regular payments.
 - 1) Exception to Purchasing Card use for Recurring Purchases may be made in writing by the Department/Division Director to Purchasing and Contracts Director for approval. After approval is received, a Purchasing Card may be used for Recurring Purchases.
- m. Third party payment centers are highly discouraged due to tracking and dispute. If a Vendor can only be paid using only PayPal, Apple Pay, Venmo, etc., use an alternate payment plan or work with your Procurement Analyst for assistance.

7. DOCUMENTATION REQUIREMENTS

- a. When an over-the-counter purchase is made, the Cardholder shall sign the charge receipt and obtain the customer's copy of the charge receipt. If there is a separate invoice, this shall be attached with the charge receipt. The charge receipt will be retained by the Cardholder until it is turned over to the Department/Division/Constitutional Officer Card Manager for reconciliation. If thermal receipt paper is used, a copy should be made to ensure the information is

preserved as backup.

- b. When placing a telephone or Internet order, the Cardholder must confirm that the Vendor will charge the Purchasing Card only when shipment is made so that receipt of the supplies will be certified on the monthly Statement of Account. This is also a requirement of the Vendor's contract with the card issuer.
- c. If the charge slip does not clearly identify what was bought, the Cardholder shall write the description on the charge slip and sign.
- d. Occasionally a Vendor will ship an order with only a packing slip . The Cardholder shall call the Vendor and request that a written invoice be emailed or mailed immediately to the Cardholder. The Cardholder shall make at least three attempts within a week after receiving the shipment to get the Vendor to provide an invoice. If unsuccessful, the Cardholder shall document all attempts to get the invoice including the firm name, telephone number, person(s) contacted, and Vendor's response. The Cardholder shall examine their monthly statement to ensure the amount charged is correct. The Purchasing Card Administrator will work with Bank in the case of fraudulent charges. If he/she is unsuccessful, the Vendor may be temporarily suspended from conducting business with the County via Purchasing Card.
- e. Any purchase made outside of the standard purchasing process shall be clearly explained in writing attached to the charge slip. All factors used in making the purchase shall be identified in the written explanation. Copies of cash receipts relating to reimbursements of Purchasing Card charges should be filed with the related statement.
- f. If for some reason the Cardholder does not have documentation of the transaction to send with the statement to his/her Purchasing Card Manager, he/she shall attach a written description of the purchase along with a signed certification that the purchase was made in accordance with the County's Policies and Procedures, and that the purchase was required for County operations. If the Cardholder fails to promptly provide such certification, then the Cardholder may be personally responsible for the charge amount.
 - 1) The first time that the documentation is not provided, the Cardholder shall be issued a warning by the appropriate supervisor.
 - 2) The second time that documentation is not provided, the individual may be required to reimburse the County with his/her own personal funds (personal check or money order) within two (2) weeks for the entire transaction amount plus applicable Florida Sales Tax, and the individual shall be issued a verbal reprimand.
 - 3) The third time that documentation is not provided the individual may be required to reimburse the County with his/her own personal funds (personal check or money order) within two (2) weeks for the entire transaction amount plus

applicable Florida Sales Tax; the individual's Purchasing Card privilege may be immediately and permanently revoked; and the individual may be issued a written reprimand.

- g. Checks and money orders shall be brought to the Purchasing & Contracts Director within one week with a written explanation of why the violation occurred and the action taken to prevent reoccurrence. The check or money order will be forwarded to Accounting by the Purchasing & Contracts Director.
- h. Card charge slips/receipts for all items listed on the statement shall be retained by the Purchasing Card Manager for audit for not fewer than five (5) complete fiscal years after the statement date. Do not send the receipts to Accounting. All Purchasing Card information shall be maintained in a locked and controlled cabinet in the Department's/Division's Purchasing Card Manager's office.

C. RECONCILIATION PROCESS

- 1. Three (3) days after the close of each monthly cycle and NO later than ten (10) days after the close of each monthly cycle, the purchases made by each Cardholder must be reconciled against his/her statement. Each Purchasing Card transaction must be charged to a County budget account number.
- 2. The Cardholder shall review all transactions on the monthly statement with his/her Purchasing Card Delegate and/or Manager to identify what was purchased and what account number should be charged. The Cardholder shall also turn over all documentation (charge slips, invoices, packing slips, disputes, etc.) to the Purchasing Card Delegate. The Purchasing Card Delegate or Manager is responsible to keep the documentation in locked secure files.
- 3. Charges are available daily for reconciliation via the Internet for using the Bank designated platform. Card Delegates may reconcile transactions as soon as they have received the invoice from their Cardholders. All charges MUST be reconciled no later than ten (10) days after the close of each monthly cycle. These charges then must be reviewed and approved by the Card Manager and approved for transmission to Accounting also using the same Internet site.
- 4. The Purchasing Card Delegate shall review all transactions with each of the Cardholders of which he/she has responsibility. The Purchasing Card Manager shall verify that documentation has been presented by the Cardholder for each transaction and that the documentation is legible and clearly identifies what was bought. It is the Purchasing Card Delegate's responsibility to ensure that the Cardholder provides the required documentation, or to report to the Department/Division Director the Cardholder's failure to follow the Purchasing Card Procedures.
- 5. The Purchasing Card Manager shall review each transaction to ensure that it is appropriate, and for a valid County purpose. If the Purchasing Card Manager cannot verify that a transaction is appropriate, and for a valid County purpose, he/she shall report such to the Departments/Divisions Director. All charges MUST be account

coded and transmitted to Accounting no later than ten (10) days after the end of the monthly period, even those in question for appropriateness or in a dispute status.

6. The Bank will issue a comprehensive monthly statement to Accounting.
7. Charges to other agencies' County Budget account numbers: Certain agencies perform services for other agencies that might require a Cardholder to make a purchase on behalf of the other Departments/Divisions/Constitutional Officers. The Cardholder should have a written authorization from the other Departments/Divisions/Constitutional Officers prior to making the purchase. Failure to document prior approval will result in the Cardholder's Departments/Divisions/Constitutional Officers having to pay for the purchase. This documentation shall be kept with the Cardholder's monthly statement and added to the on-line transaction using the comment field.

D. DISPUTES

Cardholder should first contact the Vendor to try to resolve the issue. If the Vendor is unwilling to resolve the issue or Cardholder is unable to contact the Vendor, the transaction must be disputed.

1. A dispute occurs when a Cardholder questions a transaction that has been charged to his/her account. The dispute process is a legal process based in Federal law.
2. If items purchased with the Purchasing Card are defective, the Cardholder must promptly return the item(s) to the Vendor for replacement or credit.
3. If the service paid for with a Purchasing Card is faulty, the Vendor must be promptly notified and required to correct the situation or provide a credit. If the Vendor refuses to replace or correct the faulty item or service, the purchase will be considered in dispute and the Purchasing Card Administrator should be contacted for assistance.
4. If the quantity of items received is less than the invoice and charge billing, then the transaction must be disputed.
5. If the amount listed on the Cardholder's statement does not agree with the Cardholders' documentation, then the transaction must be disputed.
6. If there is a charge on the Cardholder's statement that he/she does not think is his/her responsibility, it must be disputed.
7. It is essential that the time frames and documentation requirements established by the Bank be followed to protect the Cardholder's rights in dispute.
8. In accordance with the County's contract with the Bank, disputed amounts are paid when the statement is paid. It is solely the responsibility of the Cardholder to resolve any disputes as soon as possible. A resolved dispute will generally appear as a credit on the next month's statement.

DISPUTE PROCEDURES

The dispute process must be initiated within sixty (60) calendar days from the date of transaction. The following steps shall be taken to ensure prompt settlement:

1. The Cardholder contacts the Vendor about the transaction and supplies the necessary information to begin the resolution process.
2. If the problem is resolved between the Vendor and the Cardholder, the Cardholder shall write the solution agreed upon in the comment field of the charge on the Bank system.
3. If the Vendor overcharged the Cardholder, the Cardholder shall request that the Vendor issue an immediate credit and a copy of the credit for the Cardholder should be received for his/her documentation file. The Cardholder shall proceed with the reconciliation process. Since the County pays disputed items, the Cardholder shall proceed with the reconciliation process as if the total charge is appropriate. The Cardholder shall ensure that the credit is properly posted on his/her next month's statement. If the credit does not appear, the Cardholder shall begin the formal dispute process.
4. If an agreement cannot be reached on the disputed transaction between the Cardholder and the Vendor, the following steps shall be completed:
 - a. The Cardholder documents the disputed transaction and all steps taken by them to resolve the issue with the Vendor. All written correspondence with the Vendor, including emails, are to be compiled and sent to the Purchasing Card Administrator. If there is no written correspondence, the Cardholder provides to the Purchasing Card Administrator a documented account of the disputed transaction and all steps taken by them to resolve the issue with the Vendor, including phone calls and time lines.
 - b. The Purchasing Card Administrator reviews the information and opens a dispute case with the Bank. The Cardholder does not contact the Bank directly.
 - c. The Cardholder may be asked to complete a Bank provided dispute form by the Purchasing Card Administrator. Upon completion of the form, the Cardholder will return the form to the Purchasing Card Administrator via email. NOTE: A Bank dispute form is available online and may be completed by the Cardholder and sent via email to the Purchasing Card Administrator with the Cardholder documentation as requested above.
 - d. The Purchasing Card Administrator emails the Bank the completed dispute form with the Cardholder documentation for the dispute case.
 - e. The Purchasing Card Administrator notifies the Cardholder of the Bank's decision

to accept or deny the disputed charge.

- f. When an account is in a dispute status, the disputed amount is still included in calculating the available money for authorizations (monthly limit). At the time the item is placed in dispute, it is removed from all finance charge, late charge, over limit fee, past due amount and calculations.
- g. The Cardholder and/or Card Manager shall notify the Purchasing Card Administrator if there continues to be problems with the same Vendor.
- h. Disputed item must be properly coded to a County budget account. If a credit is issued later the same account number shall be used to identify the credit.

Dispute Guide - Purchasing Card

✓ **Tips For Timely Dispute Resolution**

- ✓ The fastest way to resolve a problem with a purchase or transaction is to work directly with the Merchant.
- ✓ If you can't resolve the issue with the Merchant, you must contact the Purchasing Card Administrator within 60 days of the close of the billing cycle in which the transaction occurred. The Purchasing Card Administrator will be the contact point and will communicate directly with the Bank to work through the dispute process.
- ✓ If the problem is not resolved to your satisfaction, please contact the Purchasing Card Administrator who will work with Bank's service team. Please keep in mind that Merchants have rights under the dispute regulations and may refute the details of the dispute.
- ✓ Are you missing a receipt? There are two types of receipt requests:

Replacement receipt - if you are sure that you made a transaction and just need a copy of your receipt:

1. Call the Merchant and request a copy of the receipt.
2. If allowed by your organization, use an approved receipt substitute.

Basic Dispute Reasons and General Documentation Requirements to be submitted to the Purchasing Card Administrator

1. Unauthorized Transaction	Cardholder Statements that the Cardholder does not recognize a transaction are not sufficient. If the Cardholder gave their account number to the Merchant, it is considered “participating in the transaction” and therefore authorized, according to the card issuer.
2. Charge Amount Does Not Agree	Purchasing Card Claims requires proof of the discrepancy from the customer (e.g., copy of customer’s receipt).
3. Merchandise or Service Not Received	Provide a description of how the Cardholder has attempted to resolve the matter with the Merchant prior to disputing the charge and the date that they expected to receive the merchandise or service. To qualify under this category, it must be the Merchant who was unwilling or unable to provide the service/merchandise.
4. Defective or Wrong Merchandise	Merchandise/service was not as originally described. Provide an explanation how or why the merchandise/service were different than expected. <i>Substantial</i> supporting documentation is required for quality related disputes.
5. Recurring Charges After Cancellation	The customer must cancel service with the Merchant. Purchasing Card Claims requires the date the Cardholder canceled the service. If the customer agreed to a free trial period, they must cancel the service with the Merchant by the end of the free trial. Just closing the credit card account does not stop the charges.
6. Recurring Charges Paid By Other Means	Provide proof that the Merchant received payment using another method (e.g., copy of front and back of canceled check, copy of cash receipt, or credit card statement showing another charge).
7. Credit Appears as Charge	Provide a legible copy of the credit receipt.
8. Credit From Merchant Not Received	Provide a copy of customer’s credit receipt or proof that the merchandise was returned and received by the Merchant (e.g., UPS or certified postal receipt). If a credit receipt is not available, provide a letter from the Merchant, with the Cardholder’s name and account number in the letter, stating the Cardholder should receive credit.
9. Double Charge	Usually documentation is not required to support this claim. If the charges are airline tickets and the ticket numbers differ, the claim does not qualify for double charge.
10. Hotel Reservation - Cancelled	Purchasing Card Claims must have Cardholder’s cancellation number. If no cancellation number is available, the Cardholder should provide as much information as possible regarding booking of reservations (e.g., was a cancellation policy properly disclosed) and a copy of the phone bill on which the call to cancel reservation appears.

11. Do Not Recall Transaction	If you do not recognize a transaction and you wish to dispute the charge. Documentation of the charge will be provided to the Cardholder.
12. Other	Provide a detailed letter with any documentation that may assist the Purchasing Card Claims area resolve the dispute.

E. REVIEW OF PURCHASES BY DEPARTMENT DIRECTORS AND CONSTITUTIONAL OFFICERS

1. It is the Department/Division Director/Constitutional Officer's responsibility to ensure that the Purchasing Card program is properly administered within his/her Department/Division. This includes prompt thorough review of all purchases made by each employee of the Department/Division.
2. Each Department/Division Purchasing Card Manager shall review each Purchasing Card expenditure (item purchased, amount, and Vendor) to ensure the goods or services were necessary, and for official use. The Purchasing Card Manager shall certify in writing that all of the purchases on statements he/she submits to Accounting are appropriate and comply with these Purchasing Card Policies and Procedures.
3. If the Purchasing Card Manager does not have the knowledge, skills, authority, or time to promptly and properly complete the duties of the Purchasing Card Manager, the Department/Division Director is responsible to ensure a competent person is promptly placed in this position.
4. When purchases are questioned, the Department/Division Director will be responsible for resolving the issue with the Cardholder. If the Department/Division Director is not satisfied that the purchase was necessary and for official use, the Cardholder shall either provide a credit voucher proving the item(s) were returned for credit; or provide a personal check or money order made payable to the County of Volusia for the full amount of the purchase plus applicable sales tax within two (2) weeks.
5. A Purchasing Card Manager cannot review or approve charges to his/her own Purchasing Card, or charges made by the Purchasing Card Manager on a Floater Card. The next higher Department/Division Director shall approve all charges made by a Purchasing Card Manager.
6. A Purchasing Card Manager cannot review or approve charges of his/her supervisor's Purchasing Card or charges made by the supervisor on a Floater Card.
7. Charges by Managers or Directors shall be approved by that individual's supervisor or Director. Activity Director's charges shall be approved by Division Director; Division Director's charges shall be approved by Department Director; Department Director's charges shall be approved by Deputy County Manager or County Manager.
8. Repeated inappropriate uses of the Purchasing Card or failure by the

Department/Division Director to manage and administer the Purchasing Card program within his/her Department/Division may result in the revocation of all of the Purchasing Cards within the Department/Division.

9. To help the Department/Division Directors in their reviews, various reports are available using the Bank's program. Several report options are available and managers are able to set ranges to help them in reviewing purchasing data for their areas of responsibilities. Upon request, the Purchasing Card Administrator will work with any Department/Division Director or Purchasing Card Manager to create a report(s) from data available in the Bank's databases.

F. SELF-AUDITS

1. Department Directors shall be responsible for performing random self-audits as necessary. Timing and frequency will be determined by the amount of P-Card activity and at the discretion of the Department Director.
2. Department Directors may delegate the audits to Division Directors, but will remain responsible.
3. Department Directors are responsible for establishing a written audit which fits the needs of the department. All audits shall be filed and maintained with the other P-Card backup documentation.

SECTION III - TRAVEL CARDS

- A. The Volusia County Travel Regulations apply to all travel related transactions.** The Travel Regulations reporting requirements are in addition to the Purchasing Card requirements.
- B. The original charge receipt(s) shall be turned in with the completed TRAVEL EXPENSE REQUEST form.** A clear, legible copy of each of the travel charge receipt(s) charged on the purchasing travel card shall be maintained in the Card Manager's office for verification against the monthly statement, and for archive purposes. The completed **ACTUAL TRAVEL FORM** shall be turned into Accounting within five (5) days after completing the trip. Attach a copy of the **TRAVEL EXPENSE REQUEST** form with the transmittal.
- C. Travel only purchasing cards are generally limited to \$2,500.00 per transaction and the monthly limit is generally set at \$3,500.00.** Other amounts may be approved, depending upon the needs of the particular employee or Departments/Divisions. A travel card can only be used to purchase travel related services such as **airline tickets, hotel reservations, food.** Each Cardholder is reminded to review the list of included MCC's before using the travel card. ***Registrations shall not be put on the Travel card, a General Purchasing Card shall be used for all classes and Registrations.***
- D. Payments will be made to the Bank by Accounting on the regular monthly cycle for all**

Purchasing Card transactions regardless of when the **TRAVEL EXPENSE REQUEST** form is received in Accounting [i.e., know your monthly limit and how much is charged against it.].

- E. An employee that has a Travel Card in his or her name is **generally not eligible for advanced payment of food or other personal expenses**. Advance payments made payable to a hotel or professional association for registration or lodging charges are allowable. **No advance payments will be made payable to the employee.**
- F. Once a hotel/airline/registration is charged to a Travel Purchasing Card, whether in an individual's name or on a Floater, a properly completed **TRAVEL EXPENSE REQUEST** form shall be completed and submitted to Accounts Payable.
- G. A hotel may charge one (1) night's deposit to guarantee a hotel reservation. Airlines may charge the total amount of the ticket as soon as the ticket is confirmed, even if the ticket is for future travel.
- H. If a purchase is to be made over the Internet, before typing your card number into the system, ensure that the transaction is occurring in secure mode. If you cannot confirm a secure mode, then do not type your card number into the system. Call the Vendor to complete your order.
- I. Some Internet Vendors compare the requested mailing address for the individual placing the order to the Purchasing Card account address. All Volusia County Purchasing Cards' account address is listed as 123 W. Indiana Ave., Suite 302, DeLand, Florida, 32720. If you have a problem completing an order due to this issue, please contact Purchasing & Contracts at 386-736-5935 or ext. 15935 for assistance.
- J. If two or more employees' travel charges (hotel, airline, meals, rental car. etc.) are charged to a single Purchasing Card (in an individual's name or a floater), each person shall print his/her name and sign either the original receipt (charge receipt or invoice) or the individual's/floater monthly charge statement where the charge was made. Clearly identify who traveled by first and last name for each charge on a Floater Travel Card monthly statement.
- K. If there are charges to a **3810** or **3820** object code, and no other travel charges are involved (e.g., registration only with no mileage or travel related expenses), a **TRAVEL EXPENSE REQUEST** is not required, but, documentation shall be submitted with the transmittal stating that there are no other travel related charges.
- L. Travelers may have a problem trying to rent a car with a Floater Travel Card. Car rental agencies are hesitant to rent to someone without a credit card in his/her name. The traveler should check with the car rental Departments/Divisions at the place they will be renting the car to ensure that the car rental Departments/Divisions will accept the Purchasing Card in a Department/Division name instead of an individual's name.

M. Auto Rental Insurance:

1. Employees renting vehicles for out-of-state use are required to purchase the following

insurance coverage offered by the rental car company:

- a. Supplemental Liability Insurance
 - b. Loss Damage Waiver
2. If you are traveling with other County employees who will also be operating the vehicle, they must be listed in the rental agreement as additional authorized drivers if they will be operating the vehicle. Otherwise the coverage will not apply to them.
3. The Supplemental Liability Insurance will provide primary automobile liability coverage to the County and the employee(s) in the event of an automobile accident. By purchasing the Loss Damage Waiver, the rental car company will not seek recovery for damage to the vehicle in the event of an accident, subject to the terms and conditions in the rental contract.
4. Should you be involved in an accident, immediately notify the car rental company and follow the procedures provided by them for reporting the accident to the Supplemental Liability Insurance Company. Notify Risk Management of the accident as soon as possible at 386-736-5951.

N. “Drinking Establishments”:

The Vendor’s bank establishes the MCC code for the Vendor. Sometimes an apparent “restaurant” is classified by its bank as a “drinking establishment”. This is a blocked merchant type on all Volusia County Purchasing Cards and will not be lifted on any card. Travelers should always be prepared to pay for their meal with their own funds, just in case.

SECTION IV - FLOATER CARDS

(Beginning in 2026 we will be phasing these cards out, no new floaters will be issued)

- A.** Floater Cards are purchasing cards issued in the name of a Department or Division or Activity or Constitutional Officer. It does not have an individual’s name embossed on the card. It has all of the same controls as a regular purchasing card, but, since it is not assigned to an individual there is unlimited liability if the card is lost or stolen, or the number stolen. The liability ends when the card or card number is reported to the issuing bank as lost or stolen.
- B.** The maximum amount of any single transaction for a purchasing only card (not a travel only card) is limited to \$999.00. The \$999.00 amount includes the cost of the product or service and all shipping and handling charges, etc. Lower single transaction limits may be set by the requesting Director.
- C.** The monthly/30 day credit limit is the maximum amount that could be charged by the Departments/Divisions within the monthly billing cycle. This is generally set at \$1,000 - \$3,000, but lower limits may be set by the requesting Director. Any request for a

monthly limit greater than \$10,000 shall be justified by memo by the Department Director or Constitutional Officer. There must be a direct correlation between the Department/Division's purchase or travel requirements and the monthly spending limit.

- D.** The Department/Division will be responsible for any undisputed charge(s) made on any Floater Card issued to their Departments/Divisions until the card is canceled.
- E.** A single individual shall be appointed by the Department Director or Constitutional Officer to be responsible for all transactions that occur on the Floater purchasing and/or Travel Card(s). She/he is responsible for issuing the card to the appropriate users, and, for ensuring that all receipts and documentation are promptly turned in and all charges accounted for. The Purchasing Card Manager should not be the person responsible for the Floater card(s).
- F.** Complete documentation, including signed receipt(s) and justification, is required for every transaction on each Floater Card. Persistent failure to properly document every transaction may result in cancellation of all of the Floater Cards for the entire Departments/Divisions.

SECTION V - TRAVEL & ENTERTAINMENT CARDS

The County Manager shall have the authority to issue Travel & Entertainment Cards. Cardholders shall be trained to follow the Travel and Entertainment Policies & Procedures as approved by the County Council and posted on the Accounting Division ENN site.

SECTION VI - EMERGENCY CARDS

The Purchasing & Contracts Director shall have the authority to issue Emergency Cards at higher dollar limits when an Emergency is declared by the County Manager. Emergency cards include but not limited to: Emergency Purchasing Cards, Emergency Shelter Cards, Emergency Fleet Card, and Emergency Medical Services Cards.

SECTION VII - SPECIALTY CARDS

The Purchasing & Contracts Director shall have the authority to issue specialty cards at higher dollar limits including but not limited to: Parks, Recreation, and Culture to be used for group recreation events such as summer camp and youth programs.