

DATE: March 7, 2011

TO: Procurement Credit Card Cardholders and Approvers

FROM: Rosa Cenicerros, Procurement Services Manager

SUBJECT: **PROCUREMENT CREDIT CARD RESTRICTED USES**

During recent monthly reviews of the Procurement Credit Card Statements, the number of non-conforming purchases has increased to a level where we believe it is necessary to remind all Cardholders and Approvers regarding the following restricted items and use policies:

- Printers and Scanners – these are contract items; use contract vendor
- Services (labor of any kind) – not allowed due to 1099 reporting requirements
 - Training – considered a service
- Rentals of any kind (including tables, chairs, tents, equipment)
- Office Supplies/Toner Cartridges – these are contract items; use contract vendor; exceptions allowed under certain conditions (contact Procurement Services regarding any vendor issues)
- Splitting of Purchases

Page 3 of the Policies and Procedures Manual is included for quick reference.

Expenditures in the following categories, while not currently restricted, must be within the limits set by the County Administrative Policy.	
➤ Food for Events Include event name/type and number of attendees	Chapter VII, Section C, Policy #1, Item #19
➤ Retirement Gifts Include name of person(s) and number of years of County service	Chapter VII, Section C, Policy #1, Item #31

Lastly, remember that both the Cardholder and Approver must sign the statement.

Thank you for your cooperation. Questions can be directed to Tanya Hawk at 654-3751.

Attachment