

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0907 (FS) Subject: Bank Credit Card Purchases
Effective Date: 08/15/2022 Last Revision: 11/20/2023
Person Responsible: Director of Fiscal Services

Approvals/Date: [Signature] 11/20/23 Date Superintendent, WCBDD [Signature] 11/20/23 Date Department Director

- The following definitions will apply: Designated Employees - Superintendent, Directors and Coordinators who are authorized to use and/or approve purchases with the bank credit card. Employees - Wood County Board of DD employees who request approval of bank credit card purchases.
1. A credit card held by this agency may be used by designated employees and/or employees for approved purchases. Designated employees include Superintendent, Directors, and Coordinators. Bank credit cards may be used when checks or purchase orders are not accepted. Cards may also be used for approved work-related training and conference fees and related approved travel expenses, such as lodging, airfare or rental cars, Technology Department purchases, any necessary web-based purchases and emergency purposes. Bank credit cards may also be used for meals for individuals served for work-related training and/or conferences per the direction of the Wood County Auditor. Employee meals, gasoline, and other travel related expenses may not be charged to the bank credit card and shall be paid by the Employee. The Employee may then request reimbursement from the Agency as detailed in the Expense Reimbursement procedure 02-ALL-ALL-0297 (FS), utilizing Expense Reimbursement Form 03-ALL-ALL-0084.
2. Per Ohio Revised Code 301.27 technology hardware/and or software, or web-based services, including subscriptions are allowable bank credit purchases if required for the operation of the agency. The charges for these purchases may not exceed \$75,000 per quarter, unless the board of county commissioners adopts a resolution approving the payment by bank credit card of such expenses that exceed that amount during that time.
3. An employee is prohibited from using the bank credit card to take any type of cash advance. All charges must be made directly to the bank credit card for the goods or services. Any type of cash advance shall result in disciplinary action up to and including termination. Bank credit cards shall not be used for goods or services that would otherwise require purchasing procurement and/or competitive bidding.
4. Request to obtain and use bank credit card:
a. Bank credit cards will be held in the Fiscal Department safe.
b. A sign out/in sheet will be maintained by the Fiscal Department for each card.
c. Before a designated employee/employee signs out a bank credit card for a purchase, the Bank Credit Card Approval Form 03-ALL-ALL1039 must be completed, along with designated employee approval signature and date.
d. Approved form will be given to the Fiscal Department, who will assign a purchase order number to the form and hold until the bank credit card and receipts are returned.
e. The bank credit card will be signed out with employee signature and date.
f. If a specific leadership team member prefers to maintain the credit card in their location, the leadership team member should arrange with Fiscal for documentation purposes. If this process is used, the card is to be stored in a lockbox or other secure means in the leader's WCBDD office when not in use for a specific, approved transaction. If the card is stored by the WCBDD leader, the completed Bank Credit Card Approval Form (03-ALL-ALL-1039) should be emailed to Fiscal prior to each card use.
g. WCBDD credit cards are only to be carried with an employee for the time required to complete a specific, approved transaction.
5. After any purchases have been made, the designated employee/employee shall return the following to the Fiscal Department within 1 business day of purchase, or upon return to work from business travel:
a. Bank credit card including signature and date of return
b. All original itemized receipts and certificate/proof of attendance, if applicable
c. The Fiscal Department will attach all receipts and certificate/proof of attendance to the Bank Credit Card Approval Form 03-ALL-ALL-1039 and process for payment
6. The bank credit card may not be used by anyone other than the designated employee and/or employee to whom it is signed out.
7. In the event of a lost or stolen bank credit card, the employee who has possession of the bank credit card shall be responsible for immediately notifying the bank by calling 1-888-406-4081. Employee shall immediately notify the designated employee and Fiscal Department by email or phone call.

References: 01-ALL-ALL-0233

ORC 301.27
ORC 301.29

Forms: 03-ALL-ALL-0084
03-ALL-ALL-1039

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