

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0598 (FS) Subject: Vendor Specific Credit Card Purchases  
Effective Date: 10-31-00 Last Revision: 09-05-19  
Person Responsible: Director of Fiscal Services

Approvals/Date: Brent C. Baer 9/5/19 Stacy J. J. J. 9/5/19  
Superintendent, WCBDD Date Department Director Date

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| 1. All Vendor specific Credit Cards will be used for Emergency; Shelter, Safety, Food for Individuals served, Technology Purchases, Agency Travel Expenses, Food Purchases for School Breakfast and Lunches, Projects for Operation Recreation Department for Individuals served, purchases for maintenance and repair.  |
| 2. All Vendor specific Credit Cards are handed out from the Fiscal Department locked safe. Fiscal will require a signature of the employee taking the card out, the date taken out, and the card number. Employee is responsible for the safe keeping of that Vendor Credit Card while in their possession. Employee shall not transfer possession of Vendor specific Credit Cards to other employees. |
| 3. A picture ID, and proof of employment may be required at a Vendor where a purchase is being made using a Vendor specific Credit Card. <b>Prior</b> to the purchase, the employee will inform the Vendor the Wood County Board of Developmental Disabilities is tax-exempt, showing a related card or tax-exempt signed form.  |
| 4. All Vendor specific Credit Cards should be returned to the Fiscal Department the same day taken. A Fiscal employee will sign the Vendor specific Credit Card back in with their initial, and date returned. A copy of the original receipt will be taken, and a Purchase Order number will be issued.   |
| 5. Original receipts, along with the signed Purchase Order by the Department Director, will be turned into the Fiscal Department immediately for each purchase.  |