

PURCHASING POLICY

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SECTION IV

Purchasing Card Policy

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Donna J. Carpenter, Roosevelt Co. Clk., Roosevelt, NM



STATE OF NEW MEXICO
COUNTY OF ROOSEVELT
RESOLUTION NO. 2013-16

A RESOLUTION ESTABLISHING A PURCHASING POLICY

WHEREAS, the Roosevelt County Board of Commissioners finds it necessary to address appropriate purchasing procedures conducted in a manner above reproach, with complete impartiality and without preferential treatment; and,

WHEREAS, the Roosevelt County Board of Commissioners recognizes that a Purchasing Policy for the Roosevelt County Government is for all County elected officials and employees to follow in all purchasing and procurement activities; and,

WHEREAS, The Roosevelt County Board of Commissioners desires to implement a policy that details those procedures of purchasing and procurement to which each elected official and employee is expected to adhere.

NOW, THEREFORE, BE IT RESOLVED, by the Roosevelt County Board of Commissioners that the following Purchasing Policy:

ROOSEVELT COUNTY PURCHASING POLICY

SECTION I: GENERAL PROVISIONS

- 1.1 User Applicability.** This Purchasing Policy (hereinafter referred to as "this Policy") and its procedures apply to Elected Officials, all departments, agencies, personnel, individuals, or otherwise under the supervision of, Roosevelt County Government. The purchasing function shall be conducted in a manner above reproach, with complete impartiality and without preferential treatment. Users shall avoid any conflicts of interest. No user may solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of value from any offeror.
- 1.2 Administration.** The County Manager shall be responsible for the administration of this Policy and shall make sure that the Finance Administrator insures that all provisions of law and this Policy are followed. Supplements issued by the Finance Administrator shall be approved by the County Manager and certified copies of all supplements shall be attached to and made a part of this Policy. Upon the absence of the County Manager, the Finance Administrator will be responsible for administration of this Policy.
- 1.3 Implementation.**
- A. Finance Administrator and Finance Office.** The terms Finance Office and Finance Administrator are used to describe the office and/or personnel directly responsible for establishing budgetary control for expenditure of funds and accounts payable procedures for payment of purchases made.



1.4 User Authority and Responsibility.

- A. Only individuals authorized by the departments Elected Official or Department Director shall be permitted to make Roosevelt County purchases consistent with the provisions of this Policy. Authorization shall be submitted to the Finance Administrator. All authorized users shall receive and sign for a copy of this Policy, and shall thereby be responsible for the knowledge and appropriate compliance and use of the provisions of this Policy.
- B. Authorized users may contact vendors to obtain technical information, prices, and delivery information for planning purposes. The Finance Administrator will review the technical information, confirm prices are reasonable, ensure availability of County funds, and issue a purchase order. All quotations documented or received by users shall be attached to the purchase order or p-card statement.

1.5 Definition of a Purchase. For the purpose of this Policy, a purchase is the commitment, obligation, and/or expenditure of Roosevelt County supervised funds to obtain goods or services.

1.6 Unauthorized and Questionable Purchases. Any purchase which is not legally and appropriately approved within the County budget or by other County Commission action, or which does not substantially comply with the provisions of the State Statutes, particularly the State Procurement Code, and the provisions of this Policy, shall be considered an unauthorized County purchase and thereby not subject to payment by the County. The County hereby declares and establishes that it will assume no responsibility for payment of unauthorized purchases. Furthermore, any individual initiating or otherwise executing any unauthorized purchase is solely responsible for payment. All questionable purchases shall be submitted to the County Manager for review and determination under the provisions of this Policy.

1.7 Commission Approval of Unauthorized Purchases. Any purchase determined by the County Manager to be unauthorized shall be considered for approval of payment at a public meeting of the County Commission. Unauthorized purchases shall not be approved or processed for payment prior to Commission approval, and shall be attached to the purchasing transaction file for audit purposes.

1.8 Penalties. Any business or person that willfully violate the Procurement Code is guilty of a misdemeanor if the transaction involves fifty thousand dollars (\$50,000) or less; or a fourth degree felony if the transaction involves more than fifty thousand dollars (\$50,000).

1.9 Consistency With State Procurement Code. The provisions of this Policy are subject to change in accordance with New Mexico Statute updates or State Procurement Code revisions. Any revision that is inconsistent with the provisions of this Policy shall be resolved in favor of the State Statutes or State Procurement Code. All authorized users shall be given a copy of each revision and notified that it is in effect.

1.10 Amendment. Amendments to this Policy shall be provided to all user departments for comments. Amendments shall then be executed by resolution approved by the County Commission prior to implementation.



- 1.11 Interpretation of Policy and Supplements.** In any case that a provision of this Policy is vague or unclear, the County Manager shall provide a written supplement for clarification of the provision, which shall be implemented by all departments and offices.
- 1.12 Agent Solicitations.** Solicitations of County employees by private company agents on County time or County property or through County Offices or Departments are prohibited, except upon request by the County, or for programs or proposals available to all County departments authorized and approved by the County Manager. The Finance Office may accept agent solicitations at the discretion of the Finance Administrator for the purpose of gaining information regarding new or existing companies and their representatives and/or products, if such is determined to be potentially beneficial to the County.

SECTION II: STANDARD PURCHASING PROCEDURE.

- 2.1 Standard Purchasing Procedure Applicability.** "Standard Purchases" are describe as systematic, planned, and necessary purchases for administration and operation of a project, division, and/or department. There shall be no exception to these standard procedures except as provided in "Non-Standard, Urgent, and Emergency Purchases Procedures" in Section III of this Policy.
- 2.2 Initiating a Purchase: Purchase Order/Requisition.** All standard purchases as authorized by this section require that the buyer utilize either a Roosevelt County Purchasing Card (P-Card) or a Roosevelt County purchase order/requisition be issued prior to placing an order or making a purchase. All purchase orders must be submitted to the Finance Administrator or a designated authorized Purchaser for approval. The Finance Administrator or any other employee designated as an Authorized Purchaser has the right to refuse approval of any purchase or request. The purchase order form shall contain all information as required by the Finance Administrator to include, but not limited to, the following:
- A. Vendor-** the business to which the purchase order will be issued.
 - B. Vendor Number-** to be taken from the mainframe database or listing of vendors. Numbers for new vendors shall be assigned only through the Finance Department. A vendor number must be on file for the vendor prior to issuance of a purchase order.
 - C. Terms-** Roosevelt County pays net within 30 days of receipt of invoice unless other arrangements are made and included on this section of the purchase order.
 - D. Quantity-** specify a unit and the approximate amount per unit being requested. Units may be "each", "box", "gallons", "reams", "pounds", etc. If exact quantity is not known, users shall provide the best estimate of quantity.
 - E. Description of Item-** the description of the items or services should be sufficiently complete to identify the item being purchased. Services that have been obtained through the use of an agreement must reference the agreement number and attach a copy of the agreement. Services that have been obtained through the use of a bid must reference the bid number. Commonly used items may be identified by brand names.
 - F. Estimated Amount-** Calculation of the quantity multiplied by the unit price. If exact cost cannot be determined, users shall provide the best estimate of cost.
 - G. Department-** enter name of department or division initiating the purchase order.



- H. **Employee-** Signature of the department head or authorized user, as recorded by the Finance Administrator.
- I. **Account Number-** the appropriate budget line item account number to be charged. It is the authorized user's responsibility to assign the correct line item account number to the purchase order. Multiple line item accounts may be included in the purchase order.

2.3 Authorization of Purchase Orders. The completed purchase order form shall be submitted to the Finance Administrator for authorization, date and number assignment. The user department shall inform the vendor that the purchase order must be included on the invoice submitted to the County for payment.

Purchases executed prior to obtaining a purchase order are prohibited except as otherwise provided in "Non-Standard and Emergency Purchasing Procedures", Section III of this Policy.

Adding different items to a purchase order after it has been authorized is prohibited, unless approved by the Finance Administrator to ensure compliance. However, a purchase order may be increased that there are no changes in the item, unit price, and funds are available.

2.4 Invoices. An invoice is an itemized statement submitted by the vendor to the County for payment of material or services delivered to the County. It is the responsibility of the vendor to insure that a purchase order is provided prior to issuing materials or services and the vendor shall include the purchase order number on the invoice submitted to the County for payment. In cases that purchase order numbers are not included on the invoice when required, the vendor shall be informed. The Finance Department, at its discretion, is authorized to return any invoices, which do not reference a valid purchase order number. The County will not be responsible for purchases made without an executed and authorized purchase order.

The vendor shall be notified that repeated improper invoicing is sufficient cause to exclude the Vendor from the County's purchasing program. Also, the County may refuse payment in any case that there is an unauthorized purchase.

- A. **Verification of Invoices.** All invoices shall be reviewed by user departments prior to payment to insure materials or services have been received and to certify authorization for payment. The certification statement requires an authorized signature, date of signature, and purchase order number on the invoice. It will be the responsibility of user departments to insure outstanding invoices are promptly submitted for payment.
- B. **Processing for Payment.** The Finance Department will insure that all invoices received are appropriately authorized and certified prior to payment. The Finance Administrator shall be responsible for insuring that appropriate procedures are established and used for payment after invoices are received to include timely payments and to insure that discounts are received and late charges avoided.

2.5 Over Expenditures. Purchase orders shall not be issued, approved, or processed in cases that line items will be over expended, except as approved by the Finance Administrator in accordance with State and County regulations and provisions, and provided there are legally sufficient budget balances available elsewhere. It shall be the primary responsibility of the authorized user to



insure sufficient funds are available prior to initiating a purchase. The Finance Administrator shall provide sufficient information, data, or reports, upon request, to keep purchasers properly updated on budget balances, and shall notify any office, department, or agency head, after analysis of the monthly budget report, of any indications of any existing or impending budget balance problems.

2.6 Purchasing Card (P-Card) Purchases. Authorized purchasing card users shall attempt to utilize the card whenever possible, subject to the guidelines set forth in this policy and the Roosevelt County Purchasing Card Policy (Supplement "A"). All purchases made using the purchasing card shall be approved by an authorized Approver or Finance Administrator. Compliance with purchasing guidelines will be reviewed monthly on all statements. All statements will be randomly audited monthly for compliance.

2.6.1 Monthly Statements: All users shall complete a reconciliation of their purchasing card statement and submit a copy of the statement, along with receipts for all purchases, to the Finance Administrator by 5:00 PM on the 25th of each month. Users who repeatedly fail to reconcile by the deadline shall be subject to card revocation.

2.6.2 Approval Process: All monthly statements and required documentation will be Reviewed by the Finance Administrator who then will put them in a file for permanent filing. Each card user shall create their own monthly spreadsheet to see what they have Left budgeted in that line item. Since Roosevelt County only pays Bank of America once a month, the card user will need to keep their own spreadsheet. The Finance Department shall distribute financial reports to each department monthly.

2.7 Competitive Purchases. Authorized users shall attempt to insure that all purchases are made at the best possible prices. Purchases shall be made in accordance with the following provisions:

A. Less than \$5,000. Purchases may be processed without quotations. Award can be made without securing competition if the user determines that the price received is reasonable. The user is not precluded from obtaining quotes from more than one vendor if the user suspects that the price is not reasonable or determines that it is in the best interest of the County.

B. \$5,000 to \$19,999.99. Written Quotes. Purchases shall be made according to the best obtainable price provided at least three (3) bona fide written quotes are obtained on preprinted Request for Quotations forms, on the offering vendor's official letterhead or quote form, or through an email, and submitted for approval to the Finance Administrator. Purchases may only be made after receiving approval. The Finance Administrator reserves the right to delay approval, to seek additional confirmation or information regarding any quote, and to request additional quotes be obtained. The Finance Administrator may procure services, construction or items of tangible personal property having a value not exceeding twenty thousand dollars (\$20,000) upon obtaining and documenting three quotes (including written, oral, electronic and advertised).

C. \$20,000 and Above. All purchases exceeding \$20,000 require formal bid procedures as specified by State regulations and shall be processed and executed by the Finance

Administrator, through formal procedures. Such purchases must be approved in the current budget, and purchases not approved in the current budget require approval by the County Commission prior to advertising for bids. Bids may be rejected by the Finance Administrator or County Manager in the event that they are in excess of budgetary limits, are non-responsive to specifications, or due to irregularities in the bids specifications.

- D. **Written Quote Exceptions.** In the event there are not three (3) known vendors which have materials/services available, less than three (3) quotes are permissible provided the user attaches the quotes obtained and identifies, on the quote form or on separate attachment, the names of other vendors contacted who could not provide the materials/services. The Finance Administrator reserves the right to delay approval or require three (3) quotes prior to approving a purchase.
- E. **State of Federal Purchasing Contracts and Cooperative Bid Exceptions.** Quotations or bids are not required for purchases under this section. Purchases may be made providing that the vendor has a State or Federal Purchasing Contract or a qualified, documented procurement done by another State or local government agency. Any such "piggyback" purchase must include appropriate written authorization for Roosevelt County's use, either in the original solicitation or in writing by both the original procuring agency and the vendor. The Finance Administrator shall keep copies of all federal, state or other such contracts for a period of seven years.

Federal and/or State contract numbers must be identified on the purchase order or p-card statement, and a copy of the contract must be kept on file by the Finance Administrator, either physically or electronically, for a period of seven years.

The County may purchase items cooperatively through another public body's bid or request for proposals process, provided the original solicitation was conducted consistent with the New Mexico State Procurement Code. Complete copies of the original solicitation documents, vendor responses, verification of award, and any other pertinent information shall be kept on file by the Finance Administrator for a period of seven years.

- F. **Bid Specifications.** Specifications should be written primarily to address the need of the County for a specific item to perform a specific function. Specifications written for purchases shall not be "closed or exclusive", or otherwise written in such a way as to intentionally favor or exclude a vendor. Reference to specific types or quality shall be followed by wording "or equal" and all specifications regardless of wording shall be considered as "or equal". It shall be the authorized user's responsibility to insure that all specialized technical aspects of specifications are correct and appropriate. It shall be the Finance Administrator's responsibility to review and insure that all other provisions, procedures and considerations are correct and appropriate, and to address any questionable unusual or inappropriate specifications prior to processing. The bidding process may be waived by the Finance Administrator in cases that a vendor has a State, Federal or other qualified Purchasing Contract.



All bids submitted to the Commission for award shall indicate whether a State or Federal Purchasing Contract is available and those contracts shown for comparison. These contract prices may be considered as an option for award.

- G. Small Purchases.** A central purchasing office shall procure services, construction or items of Tangible personal property having a value not exceeding sixty thousand dollars (\$60,000), excluding applicable state and local gross receipts taxes, in accordance with the applicable small purchase rules adopted by the secretary, a local public body or a central purchasing office that has the authority to issue rules.

Notwithstanding the requirements of Subsection A of this section, a central purchasing office may procure professional services having a value not exceeding sixty thousand dollars (\$60,000), excluding applicable state and local gross receipts taxes, except for the services of landscape architects or surveyors for state public works projects or local public works projects, in accordance with professional services procurement rules promulgated by the department of finance and administration, the general services department or a central purchasing office with the authority to issue rules.

Notwithstanding the requirements of Subsection A of this section, a state agency or a local public body may procure services, construction or items of tangible personal property having a value not exceeding twenty thousand dollars (\$20,000), excluding applicable state and local gross receipts taxes, by issuing a direct purchase order to a contractor based upon the best obtainable price.

2.8 Sole Source Purchase.

A contract may be awarded without competitive sealed bids or competitive sealed proposals regardless of the estimated cost when the state purchasing agent or a central purchasing office determines in writing that there is only one source for the required service, construction or item of tangible personal property. The service, construction or item of tangible personal property is unique and this uniqueness is substantially related to the intended purpose of the contract. The state purchasing agent or a central purchasing office shall use due diligence in determining the basis for the sole source procurement, including reviewing available sources and consulting the using agency, and shall include its written determination in the procurement file. The state purchasing agent or a central purchasing office shall conduct negotiations, as appropriate, as to price, delivery and quantity in order to obtain the price most advantageous to the institutions of higher learning constitutes a sole source procurement. The central purchasing office shall maintain, for a minimum of three years, records of all sole source procurements. The record of such procurement shall be public record and shall contain:

- A. The contractor's name and address;
- B. The amount and term of the contract;
- C. A listing of the services, construction, or items of tangible personal property procured under the contract; the justification for the procurement method; and names of other vendors contacted.

2.9 Purchase of Inventory Items



- A. All capital outlay and non-expendable supply purchases are considered inventory items and shall be noted as such on the purchase order or purchasing card statement. It shall be the responsibility of the Finance Administrator to identify inventory items in accordance with all current State and County provisions and laws.
- B. Accessories to new capital purchases may be purchased as part of the capital purchase provided funds are budgeted, noted on the purchase order, and assigned the same fixed asset number as the original capital purchase.

2.10 Procurement of Professional Services

Professional services shall be procured at the best negotiated price, provided the following values are not exceeded:

- A. Architectural or engineering professional services - \$25,000
- B. Landscape architectural or surveying professional services - \$5,000
- C. All other professional services - \$50,000

Professional services having a value which exceeds the maximum values outlined above will be solicited as outlined in the Procurement Code.

- 2.11 Personal Use Prohibited.** No purchases shall be made for the purpose of personal or private use.

SECTION III. NON-STANDARD, URGENT AND EMERGENCY PURCHASING PROCEDURES

- 3.1 Non-Standard, Urgent and Emergency Procedures: General Provisions.** The provisions of this section apply to all purchases except those purchases subject to the standard purchasing procedures specified in Section II of this Policy. Generally, this section includes all purchases which are justifiably urgent, are emergencies, due to insufficient time required for standard processing, or involve other non-standard procedures. It is the responsibility of the authorized user to insure that all purchases made under provisions of this section are immediate and unforeseen. Questionable purchases shall be reported to and reviewed by the County Manager. Purchases that could have been reasonably pre-planned or anticipated shall not be considered as an emergency or urgent purchase.

- 3.2 Urgent or Emergency Purchases.** Urgent or Emergency purchases are permissible provided They area in accordance with the following provisions:

- A. **Urgent Purchases.** (For purchases to be done by Purchase Orders) An urgent purchase is a local or non-local purchase during or after normal working hours of the Finance Office that justifiably requires immediate purchase and which cannot reasonably or practicably be telephoned in to the Finance Office to obtain a purchase order number prior to the purchase being made. A written purchase order shall be issued within three (3) normal working days after the purchase was made, and shall be approved by the Finance Administrator or County Manager.



- B. **Emergency Purchases.** The state purchasing agent or a central purchasing office may make emergency procurements when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions; provided that emergency procurements shall be made with competition as is practicable under the circumstances.

An emergency condition is a situation that creates a threat to public health, welfare, or safety such as may arise by reason of floods, fires, epidemics, riots, acts of terrorism, equipment failures or similar events and includes the planning and preparing for an emergency response. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. The functioning of government;
2. The preservation or protection of property; or
3. The health or safety of any person.

Emergency procurements shall not include the purchase or lease purchase of heavy road equipment.

The state purchasing agent or a central purchasing office shall use due diligence in determining the basis for the emergency procurement and for the selection of the particular contractor. The determination shall be in writing and included in the procurement file. Money expended for planning and preparing for an emergency response shall be accounted for and reported to the legislative finance committee and the department of finance and administration within sixty days after the end of each fiscal year.

Prior to award of a sole source procurement contract, the state purchasing agent or central purchasing office shall:

1. Provide the information described in Subsection E of this section to the department of information technology for posting on the sunshine portal;
2. Forward the same information to the legislative finance committee.

Prior to the award of a sole source procurement contract, the local public body central purchasing office shall post the information described in Subsection E of this section on the local public body web site, if one exists.

Within three business days of awarding an emergency procurement contract, the awarding central purchasing office within a state agency shall:

1. Provide the information described in Subsection E of this section to the department of information technology for posting on the sunshine portal;
2. Forward the same information to the legislative finance committee.

Within three business days of awarding an emergency procurement contract, the local public body central purchasing office shall post the information described in Subsection E of this section on the local public body web site, if one exists.

All central purchasing offices shall maintain, for a minimum of three years, records of sole source and emergency procurements. The record of each such procurement shall be public record and shall contain:

1. The contractor's name and address;



2. The amount and term of the contract;
3. A listing of the services, construction or items of tangible personal property procured under the contract;
4. Whether the contract was a sole source or emergency procurement contract; and
5. The justification for the procurement method.

C. **Urgent or Emergency Purchase Orders.** All urgent or emergency purchase orders shall have the words "Urgent" or "Emergency" documented on the form as is applicable, and shall be accompanied by a receipt or invoice for the purchase.

D. **Justification.** All emergency and urgent purchases shall be justifiable and the top level department or office head shall be responsible for attaching a written justification.

3.3 **Remote or Off-Site Purchases.** Authorized users who are located within a remote or off-site area which physically hinders submitting purchase orders prior to the purchase shall utilize a Roosevelt County Purchasing Card whenever applicable or shall phone in requests for purchase orders to the Finance Administrator.

3.4 **Open Purchase Orders.** For the purpose of this Policy, open purchase orders, are purchase orders against which multiple billings will be submitted over a specific period of time. All open purchase orders shall be accompanied by any required applicable documentation. An open purchase order will be closed out at the end of the fiscal year.

Authorization to use open purchase orders in all cases shall require adherence to Section 2.6 of this Policy and prior approval by the Finance Administrator. The open purchase order shall include an estimated total cost of all purchases anticipated during the specific period. Actual invoices for all purchases made using an open purchase order shall be submitted to the Finance office upon receipt and the final invoice shall be marked **FINAL** to denote closing of the open purchase order.

Open Purchase Orders shall not be used for the purchase of items to be tagged.

Cases of improper use of open purchase orders shall be reported to the County Manager.

3.5 **Petty Cash Purchases.** Petty cash funds are cash funds that are made available to offices or department heads for the purpose of making single cash purchases under \$25. A petty cash fund shall not exceed \$200 and must be approved by the County Manager.

The Finance Administrator shall be responsible for establishing written safeguards, provisions, and procedures to insure appropriate accounting and maximum accountability for all petty cash funds. The Finance Administrator may at any time change the procedures for petty cash funds or eliminate a petty cash fund if deemed appropriate, and shall eliminate a petty cash fund in cases that procedure are not being reasonably followed or in cases where unnecessary or repetitious shortages/overages in funds occur. Petty cash funds are subject to audit by the County Manager or Finance Administrator at any time without notice.



- 3.6 Used Equipment and Item Purchases.** Used equipment purchases shall be made in accordance with Section 2.6 of this Policy to include the following provisions:

The County Manager is authorized to approve purchases of used equipment or items not to exceed the amount of funds appropriated for such purposes. If the procurement is of a value greater than \$5000, the County Manager must notify at least three (3) County Commissioners of the intent to purchase such equipment. In the event that a Commissioner does not agree with the County Manager's decision to purchase such used equipment, the purchase shall be formally approved by action of the County Commission prior to purchase. Used equipment or items with a price or estimated value of \$20,000 or more shall require bids as though the items were new, adding specifications that permit used items under conditions to be outlined in the bid specifications including but not limited to requiring a written warranty for at least ninety days after date of delivery, and an independent "certificate of working order" by a qualified mechanic or appraiser.

- 3.7 End of Fiscal Year.** Special purchasing procedures shall be followed to insure that State law and regulations and proper accounting procedures are followed to appropriately close out at the end of the fiscal year. Provisions are as follows:

- A. **From May 21st of each Fiscal Year through year end:** No items that will be placed on inventory or tagged may be purchased using the Purchasing Card without prior written approval of either the County Manager or the Finance Administrator.
- B. **30 days prior to year ending:** 30 days prior to the end of the fiscal year, purchase orders will be issued only for purchases in which invoices will be received within an estimated thirty (30) days, except as otherwise specifically approved by the Finance Administrator.
- C. **15 days prior to year ending:** There shall be no purchase orders issued or processed within 15 days prior to the end of the fiscal year except in extreme emergencies or as specifically approved otherwise by the Finance Administrator.
- D. **10 days prior to year ending:** Purchases made using the purchasing card shall be limited only to those items that are absolutely necessary to conduct business.
- E. **Fiscal Year End:** Invoices presented for payment against prior year purchase orders will be approved by resolution of the County Commission as a prior year purchases using current year funds. When the resolution is approved by the Finance Department, such invoices against the purchase order will be processed.

SECTION IV. REIMBURSEMENT OF PUBLIC OFFICIALS AND EMPLOYEES FOR TRAVEL EXPENSES AND ATTENDING MEETINGS

4.1 Per Diem, Mileage and Other Travel Regulations

- A. **Standard Per Diem Rates.** All Roosevelt County Public Officials and employees shall receive per diem for travel reimbursement that shall be paid pursuant to New Mexico State Statutes Section 10-8-4. If an employee travels a Roosevelt County Purchase Card will be issued to book hotels and for meals.
- B. **Out of State Travel for Sheriff's Department.** Out-of-State travel for investigations and/or transportation and extradition of prisoners by Law Enforcement Officers shall be approved at

the discretion of the Sheriff. All other travel, the employee will be pursuant to New Mexico State Statutes Section 10-8-4.

- C. **Actual Expenses in Lieu of Standard Per Diem Rates.** Actual per diem expenses paid by a public official or employee that are greater overall than the standard per diem rate may be reimbursed provided the following conditions are met:
1. Advance approval by the County Manager or Elected Official.
 2. Documentation of paid receipts is required for all expenses and shall only be paid if incurred in the discharge of authorized County business.
 3. Payment for meals shall be consistent with NM State Statute (10-8-4 NMSA amended).
- D. **Standard Actual Expense Reimbursed.** Reimbursement will be made for standard actual expenses, other than per diem expenses, such as for taxi, airline or other transportation fares, parking fees, car rental, registration fees (not including lodging or meals), or the like provided such expenses are the most economically practical and are directly incurred in the discharge of authorized official County business.
- E. **Mileage - Private Conveyance - Reimbursement.** Public officials and employees of Roosevelt County shall be reimbursed for travel by private conveyance in the discharge of official duties as follows:
1. Private-owned vehicle at a rate of thirty-two (32) cents per mile.
 2. Private-owned aircraft at a rate not to exceed the current lowest coach class commercial airfare, after County verifies the current rates of at least two commercial airlines prior to reimbursement, for routes traveled by commercial airlines. Otherwise, a rate of eight-eight (88) cents per mile shall be reimbursed for use of privately-owned aircraft.
 3. Mileage shall be reimbursed based strictly on distances shown on official Rand McNally road maps, in addition to not more than fifteen (15) miles per day for incidental travel.
- F. **Limitations to Travel Reimbursements.** Any person who is reimbursed in an amount that singly or in the aggregate exceeds one thousand five hundred dollars (\$1500) in any one fiscal year shall not be entitled to further reimbursement until such person furnishes in writing to the County Commission an itemized statement on each separate instance of travel covered within such reimbursement, the place to which traveled and the purpose served by such travel as per 10-8-5.L, NMSA.
- G. **Overnight Travel Actual-Cost Reimbursement.** Paid for travel which requires an overnight stay of at least 24 hours and is outside a 35-mile radius from the traveler's post of duty; time calculation begins at the time the employee departs home or office to travel.
- A. Actual costs, lodging is reimbursable at the rate for a single-occupancy room (including tax) upon submission of the receipt with a Travel Reimbursement Form;
 - B. Actual costs, meals are reimbursable for the traveler's meals (excluding alcoholic beverages) within a 24-hour period up to the maximum allowed by the state upon submission of the receipt(s) with a Travel Reimbursement Form;
 - C. Actual costs, other for taxis, local transportation, gratuities, parking fees, etc. are reimbursed upon submission of the receipts with a Travel Reimbursement Form;
 - D. Loss of receipts in the event that the original receipts are lost, and the cost incurred creates a hardship, an affidavit of lost receipts found on the Travel Reimbursement Form signed by the traveler may be substituted, and is subject to approval by the department head and the County Manager.
- H. **Travel Vouchers and Procedures for Administration.** Every request for travel reimbursement or travel advances of per diem, mileage, or other expenses authorized by provisions of this Policy shall be submitted on a travel voucher and shall be consistent with this Policy, State law, and the rules and regulations of the State Department of Finance and Administration.



It shall be the responsibility of the Finance Administrator to properly administer this section of the Policy consistent with its provisions and consistent with its provisions and consistent with State laws and regulation.

4.2 Compliance with D.F.A Rule. Any provision which is not addressed specifically in Section 4 of this Policy shall be in accordance with the most recent D.F.A rule and New Mexico State Statutes relating to reimbursement of public officials and employees for travel expenses and attending meetings.

4.3 County Credit Cards. Credit cards are to be returned or destroyed upon termination or cancellation and must be used solely for permissible County business purposes.

SECTION V: FIXED ASSETS – ADMINISTRATION & RESPONSIBILITY

5.1 General Purpose. The purpose of this Policy is to establish order, system, and process for the administration, processing, recording, and accountability of County fixed assets.

5.2 Definition of Fixed Asset – Capitalized Property, and Non-Capitalized Property. For the purpose of this Policy, a fixed asset is any property or material that has been classified as a valuable and pilferable item. There are two separate and distinct categories of fixed assets:

- A. Capitalized Fixed Asset is any property or material item that has a value of \$5,000; and an expected useful life which exceeds one year and which will not lose its identity even if installed in other equipment. Capitalized property will be placed in the permanent fixed asset inventory control records and recorded in the general ledger.
- B. Non-Capitalized Fixed Asset is any property or material item that has a value under \$5,000. Non-Capitalized Fixed Assets will be placed in the non-capitalized inventory control records and are not recorded in the general ledger. A listing of non-capitalized equipment classified as sensitive is provided in paragraph 6.12 below.
- C. Fixed assets require tagging for control purposes.

5.3 Administrative Responsibility. The Finance Department is assigned the general responsibility for the administration, processing, recording and accountability procedures and provisions for fixed assets in accordance with this Policy and in accordance with the most current generally accepted management techniques; all provisions of law; all applicable Federal, State and County policies and procedures; and as otherwise deemed appropriate by the County Manager. The County Manager shall be authorized to issue any supplement consistent with this Policy deemed necessary to administer, manage, or clarify this Policy.

5.4 Annual Fixed Asset Resolution.

- A. **Physical Inventory.** Each Elected Official and department director must submit a certified Statement, which includes a complete list of inventory and location of assigned fixed assets, Verifying that a complete, on-site inventory of all fixed assets under their supervision has been Completed in the following manner:
 - 1. A physical check that each item in their possession is included on the departmental inventory list; and



2. All items on the departmental inventory list are present and accounted for.

B. **Review and Approval of Fixed Assets Inventory.** The County Manager and Finance Administrator shall reconcile the certified physical inventory, specifying any changes or differences in the fixed assets, and submit a report to the County Commission for review and approval. The County Commission shall approve by resolution an official listing of all changes to the County fixed assets prior to the end of the second month of each fiscal year. The resolution shall also include a separate list of all fixed assets from one office or department to another and all items listed as missing or stolen. In addition, the Elected Official or department director of each office or department shall, by such resolution, be assigned the custodial responsibility over all fixed assets listed under their supervision as stated in the certified inventory approved by resolution. Such custodial responsibility shall be retained except as approved by official transfers of fixed assets or of custodians in accordance with provisions of this Policy.

5.5 **Custodian Responsibility.** It shall be the responsibility of the Elected Official or department director designated as Custodian of any County fixed assets to insure the appropriate care, safeguard, location, maintenance, and security of those fixed assets, and to insure that all fixed assets assigned or otherwise under their responsibility are purchased, received, processed, and otherwise managed in accordance with this Policy and supplements thereof. Custodians shall assume full responsibility for all fixed assets assigned.

Change in Custodian Responsibility. At the time of a change of Elected Official or department head, the Finance office shall conduct a physical inventory of fixed assets assigned to that custodian to ensure that all fixed assets are present and accounted for. The County Commission shall review the items found to be missing, lost, or stolen prior to release of final payroll to the affected Elected Official or department head. An interim custodian, usually the second in command, shall be assigned the custodial responsibility until the new Elected Official or department head assumes responsibility. The incoming Elected Official or department head shall then be responsible to complete a physical inventory for the fixed assets assigned to his/her department and certify that it has been reconciled to the physical inventory performed by the Finance Office.

5.6 **Knowledge of Provisions.** A copy of this Policy and all supplements shall be given to each designated custodian who shall sign for and be required to be knowledgeable about, understand, and comply with the provisions of this Policy.

5.7 **Enforcement.** Actions that appear to be a violation of this Policy shall be reviewed by the County Manager and if determined to be a violation shall be submitted in a monthly report to the County Commission to be considered at a public meeting for disposition.

SECTION VI: FIXED ASSETS – PROCESSING PROCEDURES

6.1 **Purchasing Fixed Assets.** Fixed Assets shall be purchased in accordance with the provisions of section II. All fixed asset purchases shall be noted as such on the purchase order or p-card statement.

6.2 **Fixed Assets Requiring Commission Approval and Exceptions.** All fixed asset purchases



shall be either specifically approved in the budget or by special approval of the County commission prior to purchase, except in an emergency that such purchase must be made prior to commission approval. All emergency purchases of fixed assets shall be approved by the County manager, or Finance Administrator, or a County Commissioner in their absence, and submitted to the Commission at their next regular meeting. In addition, the County Manager may, at his/her discretion, approve the purchase of any item in place of an approved item provided the cost does not exceed \$10,000.

- 6.3 Verification.** The Finance Office shall determine if it is a fixed asset. If it is determined as a fixed asset, it shall be verified that it is a budgeted item. In all questionable cases the County manager shall make a determination, and in cases of unbudgeted items, approval is required as specified in Section 6.2 of this Policy.
- 6.4 Initial Processing and Notice to Custodian.** After appropriate verification and approval, the fixed asset shall be processed as a purchase and, in addition, shall be placed in a Fixed Asset Pending File and shall not be processed for payment or recorded as a fixed asset until after receipt of the invoice and the item. A notice shall be sent by the Finance Office to the purchasing custodian that the purchase is a fixed asset and that upon receipt of the invoice or the fixed asset by the office or the department receiving the items, the Finance Office shall be immediately notified so that the fixed asset can be processed for payment, appropriately recorded, and tagged.
- 6.5 Receiving of Fixed Assets.** It shall be the responsibility of the purchaser to notify the Finance office immediately upon receipt of a fixed asset or invoice as required and the following actions shall be implemented.
- A. Condition Verification.** Immediately upon receipt and prior to processing for payment, the item shall be completely checked by the purchaser to verify that it has been received in acceptable and satisfactory condition.
- 6.6 Recording of Fixed Asset.** The fixed asset shall be entered by the Finance Administrator in the Computer fixed asset data file to include all pertinent information and data required and as Otherwise deemed appropriate by the Finance Administrator or County Manager. In addition, it Shall be the responsibility of the Finance Administrator to appropriately update and maintain a Permanent Fixed Asset Record File to include the following for each fixed asset after the effective Date of this Policy:
- A.** Copy of the purchase order or p-card report;
- B.** Original of the Fixed Asset Record Form;
- C.** Copy of the Invoice;
- D.** Copy of the approved voucher for payment;
- E.** Copies of all warranties, specifications, contract, agreements, or other pertinent applicable documents.
- 6.7 Transfers of Fixed Assets and Custodian.**
- A. Permanent Transfers.** Custodians shall assume full responsibility for all permanent transfers of fixed assets to their location and shall be held fully accountable for the fixed asset while in their possession.



B. **Temporary Transfers.** Custodians shall assume full responsibility for all temporary transfer of fixed assets to another location and/or to another custodian and shall be fully accountable for the fixed assets while in the possession of a different office or department. Transfers back to the original custodian, in such cases, shall require approval on the form by the Finance Administrator for return of the fixed asset.

6.8 **Disposal of Fixed Assets or County Property.** Disposal of fixed assets and/or County property shall be in accordance with all applicable laws. Normally, disposal of fixed assets and county property require that the item be auctioned or as otherwise required by New Mexico State Statutes. However, it shall be the responsibility of the Finance Administrator to insure that all fixed assets and County property are disposed of appropriately and legally upon notice of intent to dispose by an office or department. It is the responsibility of the office or department custodian to notify the Finance Administrator of intent to dispose of any item. All revenues received for disposal of items shall revert to the general fund except for special revenue funds or as otherwise required by law or State regulations.

6.9 **Property – Missing, Lost or Stolen.** It shall be the responsibility of each custodian to report to the Sheriff's Department immediately an item that has been discovered to be missing, lost, or stolen. The County Commission will act as a review board and each custodian must explain the disposition of each item in order for these items to be permanently removed from the Roosevelt County Fixed Asset Records.

6.10 **Inventory Control and Annual Inspection.** It shall be the responsibility of each custodian to appoint an inventory officer to inspect and oversee the office or department inventory and to insure that the inventory is appropriately protected, safeguarded, maintained, and repaired, and is physically inspected, present, and accounted for and certified annually as required by the annual Fixed Asset Resolution in Section 5.4 of this Policy. The Finance Office may conduct random physical inventory of certain items to verify that the computerized fixed asset file contains accurate information.

6.11 **Inventory Location Code and Index.** It shall be the responsibility of the Finance Administrator to update and maintain an Inventory Location Code Index that shall include But not be limited to:

- A. Listing of all County-owned buildings and County-owned properties by code number;
- B. A floor plan of each floor of each County-owned building which includes a building number and an office number which shall be the basis of the location code for all fixed assets;
- C. A Plot Plan, legal description, and general location of all real property; and
- D. A small map showing the general location of all County buildings and properties in Roosevelt County.

The Updated Inventory Location Code Index shall be attached to and included as a part of the Annual Fixed Asset Resolution.

6.12 **Sensitive Item Listing.** Certain equipment may be classified as sensitive and controlled on Inventory as non-expendable items if determined advantageous by the County. Following is a List of items that may be considered controlled inventory items, but is not limited. Items not Listed may be required to be controlled on inventory at the discretion of the County at any time.

Adding Machines

Audio Recorders

Bicycles

Binoculars



Calculators	Cellular Telephones	Cameras	Chairs
Communication Radios	Computers	Keyboards	Monitors
Electric Staplers	Filing Cabinets	Lawn Mowers	Pagers
Light Bars/Sirens	Printers	Radios	Tables
Television Sets	Video Recorders		

SECTION VII: CAPITALIZATION & INFRASTRUCTURE RECORDING

- 7.1 Definition and Purpose.** All county network systems, equipment, buildings and land with an Initial cost of \$10,000 or more shall be capitalized and reported in the annual budget report for The purpose of complying with Generally Accepted Accounting Procedures.
- 7.2 Capitalization Categories.** The categories that fixed assets will be divided into for the purpose Of capitalization include:
- A. Land
 - B. Buildings
 - C. Improvements
 - D. Machines and Mobile Equipment
 - E. Equipment
 - F. Infrastructure (subcategories listed in 7.3)
- 7.3 Infrastructure Categories.** The Infrastructure Category is further divided into five Subcategories as follows:
- A. Major Road System (Paved/Chip & Seal Roads)
 - B. Currently Maintained Roads (i.e. dirt, gravel)
 - C. Not Currently Maintained Roads
 - D. Bridges
 - E. Other (Cattle guards and Culverts)
- 7.4 Infrastructure Reporting by Subcategory.**
- A. Paved/Chip and Seal Roads-**The Road Department shall determine a dollar value for one mile of Paved/Chip and Seal Road. This value will be calculated using the previous year's actual salary and benefit costs to determine labor cost, New Mexico State Highway and Transportation Department force account hourly rates to determine equipment costs and actual material costs. These costs will be applied to a typical chip and sealed roadway, 24 feet in width, and calculated for a one mile segment of Maintained Road (unpaved). The total value for a one mile segment of Paved/Chip and Sealed Road shall be multiplied by the number of miles of Paved/Chip and Sealed Road. Annual additions or deletions shall be calculated utilizing the most current year-end costs.
 - B. Maintained Roads (unpaved)-**The Road Department shall determine a dollar value for one mile of Maintained Road (unpaved). This value will be calculated using actual salary and benefit costs to determine labor cost, New Mexico State Highway and Transportation Department force account hourly rates to determine equipment costs and actual material costs. These costs will be applied to a typical maintained but unpaved roadway, 28 feet in width, and calculated for a one mile segment. The total value for a one mile segment of



Maintained Road shall be multiplied by the number of miles of Maintained Road. Annual additions or deletions shall be calculated utilizing the most current year-end costs.

- C. Not Currently Maintained Roads**-The total miles of not currently maintained roads will be recorded for control purposes; however, no value will be assigned.
- D. Bridges**-The value of the bridges in the Road Network shall be supplied to the Finance Office by the Road Department.
- E. Other**-The value of the cattle guards and culverts and other capital assets in the Road Network shall be supplied to the Finance Office by the Road Superintendent.

7.5 Appreciation/Depreciation of Fixed Assets. The Appreciation and Depreciation of Capital Assets shall be determined as follows for each category:

- A. Land**- There is no requirement to allocate depreciation expense on capital assets in this category.
- B. Buildings**- Depreciation in this category will be a straight line. Depreciation is based on a life expectancy of forty (40) years.
- C. Improvements**- Depreciation in this category will be a straight line. Depreciation is based on the appropriate life expectancy depending on the category of the improvement.
- D. Machines and Equipment**- Depreciation in this category will be a straight line. Depreciation determined by the following schedule:
 - Vehicles (1 ton and under) - 5 years
 - Vehicles (over 1 ton) - 10 years
 - Off road equipment- 15 years
 - Fire Department Pumpers- 25 years
 - Fire Department Tankers- 30 years
- E. Equipment**- Depreciation in his category will be a straight line. Depreciation based on a life expectancy of 5 years.
- F. Infrastructure**- As long as infrastructure assets are maintained within their assigned subcategories, roads, bridges and other assets shall be adjusted based on the most current annual costs calculations.

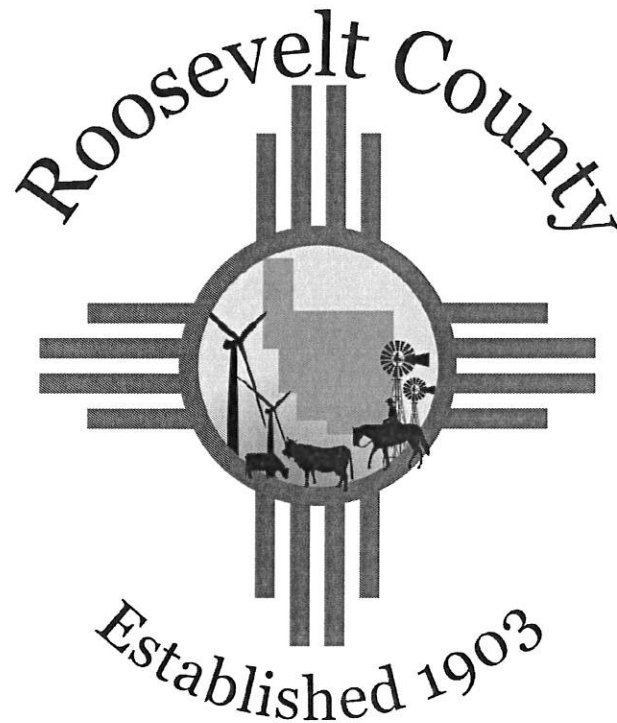
7.6 Annual Review. Each year the value of Capital Assets shall be reviewed and recalculated in preparation for the year end close-out.

SECTION VII: STANDARDIZED FORMS

- 8.1** Purchase Requisition Form
- 8.2** Travel Request & Voucher Form
- 8.3** Purchasing Card Agreement



- 8.4 Record of Quotations Form
- 8.5 Procurement Violation Form
- 8.6 Bid/RFP Processing Form
- 8.7 Request for Vendor Information and Certification
- 8.8 Contract, Lease, and Maintenance Agreement Request & Authorization Form



Roosevelt County Purchasing Card Program

Policy and Procedures Manual

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Donna J. Carpenter, Roosevelt Co. Clk., Roosevelt, NM



INTRODUCTION

Welcome to the Roosevelt County Purchasing Card Program!

The purpose of the Purchasing Card Program is to streamline and simplify the requisitioning, purchasing and payment process for small dollar transactions. The Program is designed to shorten the approval process and reduce the paperwork of procurement procedures such as purchase orders, petty cash, check requests and expense reimbursements. The goal of the Program is to:

- reduce the cost of processing small dollar purchases
- receive faster delivery of required merchandise
- simplify the payment process
- provide cardholders with empowerment to choose!

This reference guide will provide you with the particulars of the Program, including general guidelines, reconciliation and record keeping procedures, and customer service information. **It is important to read the following information carefully, as you will be responsible for adhering to the company-established policy and procedures.**

As with any new process, it is difficult to anticipate every question or issue that may arise. The pilot phase is intended to surface procedures, issues or hurdles that may be encountered in using the card. The feedback will give us an opportunity to refine our policies and procedures.

If you have additional questions, please contact your manager or your Purchasing Card Administrator:

Daniel Saiz, Finance Administrator

Phone: 575-356-4990 Fax: 575-356-8307

E-mail: dsaiz@rooseveltcountry.com

General Guidelines

Card Issuance:

Cardholders must be designated annually in writing by the Department Head to be able to utilize a County Purchasing Card. By signing for receipt of this policy, you have agreed to adhere to the guidelines established herein. Most importantly, you are the only person entitled to use the card and the card is not to be used for personal use. As each purchasing card is linked to a specific cost center and individual employee, the card cannot be transferred from one employee to another.

Upon receipt of your Visa Purchasing Card, you will be able to use it. Roosevelt County has already activated your account so you **will not** have to call the toll free number printed on the card. Although the card will be issued in your name, your personal credit history will not affect your ability to obtain a card. The county is responsible for payment of all purchases.

Account Maintenance:

If there's a need to change any information regarding your account, such as mailing address or expense accounting code, please contact your Finance Administrator.

Card Usage:

The Visa Purchasing Card can be used at any merchant that accepts Visa, except as the county otherwise directs. It may be used for in-store purchases as well as phone, fax or mail orders. There is no special terminal or equipment needed by the Visa merchant to process a purchasing card transaction.

In order to comply with state procurement regulations, items ordered via mail, phone, or otherwise that are not shipped immediately should not be charged until they are shipped. To avoid charges for items on backorder, discuss the issue with the vendor or consider an alternate method of payment (purchase order, invoice, etc.).

When using the Visa Purchasing Card with merchants, please emphasize that an invoice must not be sent as this may result in a duplicate payment. For phone, fax and mail orders, please instruct the merchant to send a receipt only. This receipt must be retained for your records.

Not all of your suppliers will accept Visa. However, as purchasing card programs become more popular, vendors will want to accommodate their customers by accepting Visa, please contact your Finance Administrator. Your administrator will work with the issuing Bank to communicate our desire, and the benefits, of accepting Visa. Alternatively, you may advise the vendor to contact its local bank for details of becoming a Visa member. It will be to our benefit, and the success of the program, if as many suppliers as possible are Visa merchants.



Limitations and Restrictions:

You have been assigned a credit limit to your card. There also is a single transaction limit placed on your card, which means your card will be declined if you attempt to purchase more than this set amount at one time. Do not split a purchase to avoid the single transaction limit. Splitting of a purchase to circumvent purchase regulations is a violation of NM State law and anyone found doing such will be subject to criminal penalties and disciplinary action. If you believe the single transaction limit will inhibit optimum usage of the Program, please discuss this with your manager.

In addition to the single transaction limit, every cardholder has a total dollar limit assigned to his/her account. As limitations vary by cardholder, please discuss the limit with your respective manager. If you believe your monthly limit to be insufficient for your requirements, and your manager agrees, your manager must contact the Finance Administrator to request to have your limit(s) increased. The Finance Administrator has the right to deny or approve any limit increases requested.

Cardholders must remain aware of the Roosevelt County Purchasing Policy and the requirements stated therein.

The Visa Purchasing Card Program also allows for Merchant category blocking. If a particular Merchant category is blocked (e.g., jewelry stores), and you attempt to use your card at such a merchant, your purchase will be declined. Management has made an effort to ensure that the vendors/suppliers used during the normal course of business are not restricted. If your card is refused at a merchant where you believe it should have been accepted, you should call the Finance Administrator to determine the reason for refusal. Depending on the result of your inquiry, you may want to discuss the issue further with your manager. He/she is empowered to advise the Finance Administrator to modify the restrictions on your use of the Purchasing Card.

IMPORTANT: All requests for changes in limitations and restrictions must be made through your Department Head and the Finance Administrator.

Lost or Stolen Cards:

You are responsible for the security of your card and any purchases made on your account. If you believe you have lost your card or that it has been stolen, immediately report this information to the issuing bank's Customer Service Department. **Immediately after reporting to Customer Service, you must inform your Finance Administrator.** It is extremely important to act promptly in the event of a lost or stolen card to avoid county liability for fraudulent transactions.

As with a personal charge card, you will no longer be able to use the account number after notifying the bank. A new card should be issued within 48 hours of notice to the bank.

Authorized Purchases:

The Visa Purchasing Card Program is designed to work under the guidelines and regulations set forth by the Roosevelt County Purchasing Policy. Any purchase under the amount of \$5,000 may be made with the card, if eligible. Single purchases greater than \$5,000 may be authorized by the Finance Administrator. The Finance Administrator reserves the right to set a cardholders single purchase limit to



any amount up to \$10,000, depending on the cardholder's scope of purchasing responsibility and any other factors.

Unauthorized Purchases:

- Items for personal use
- Capital Outlay- Finance Administrator Only may purchase or authorize the purchase of capital outlay items

As with any county purchase, the card is not to be used for any product, service or with any merchant considered being inappropriate for company funds.

Failure to comply with the above guidelines for authorized purchases under the Visa Purchasing Card Program may result in disciplinary action, cancellation of your card privileges, and possible termination of employment.

Reconciliation and Payment:

Unlike personal credit cards, the Visa Purchasing Card Program is handled as county liability. Your personal credit history has not been taken into account when a card has been issued in your name.

The County is responsible for paying the Program invoice(s) each month. You are not responsible for payment under your account.

Each month the Finance Administrator will print out a statement. The statement will reflect the transaction date, supplier/merchant name and the total amount of the purchase.

You as the card user are responsible for the following:

- Retaining all receipts for items purchased under the Program.
- Ensuring all transactions posted are legitimate purchases made by you on behalf of the county.
- Ensuring that tax-exempt purchases are not taxed.
- Filling out spreadsheet on what account you used and given to Finance Administrator for reconciliation.

Receipt Retention/Record Log:

It is a requirement of the program that you keep all receipts for goods and services purchased. For orders placed via phone, fax or mail, **you must request a receipt**, detailing merchandise price, sales/use tax, freight, etc. be included with the goods mailed/shipped. {Note: a merchant should not reject this

request, as it is a Visa policy}. ***It is extremely important to request and retain purchase receipts***, as this is the only original documentation. Please remember that Roosevelt County is tax exempt on all tangible goods except for certain construction projects. Services and rentals are taxable.

As purchasing card records will be audited monthly, it is essential to adhere to the above record keeping guidelines.

Reconciliation of Purchases:

It will be the responsibility of the Finance Administrator to reconcile the monthly statements for each department. The Finance Administrator will be conducting an audit of 100% monthly. Just make sure that your department has every receipt for every transaction you have on your statement. The Finance Administrator will email you a copy of the statement for your records.

Disputed or Fraudulent Charges:

Disputed Charges: If there is a discrepancy between your records log and your statement, it is imperative that the issue is addressed immediately! Depending on the type of discrepancy, you will need to contact the merchant and your Finance Administrator to resolve the disputed transaction.

If you believe the merchant has charged you incorrectly or there is an outstanding quality or service issue, **you must first contact the merchant and try to resolve the error or problem.** If you are able to resolve the matter directly with the merchant, and the error involved an overcharge, a credit adjustment should be requested and receipt of the credit verified.

If the merchant disagrees that an adjustment is necessary, immediately **notify the Finance Administrator.** The Finance Administrator will work with the merchant and the bank on your behalf in an attempt to resolve the disputed charge.

Fraudulent Charges: Any fraudulent charge (i.e., a charge appearing which you did not authorize) **must be reported immediately** to your Finance Administrator. Prompt reporting of any such charge will help to prevent the company from being held responsible.

In the event the Finance Administrator is not available, please report any fraudulent charge to the issuing bank's Fraud Department. Upon report of fraud, the card affected will be immediately terminated and a new card with a different number will be issued within 48 hours of notification.

Sales and Use Tax:

Merchants are required by tax authorities to include the applicable sales or use tax at the time of purchase. The amount of tax is dependent on a variety of factors including the state, county and city where the goods are purchased.

Roosevelt County is not required to pay sales tax on tangible goods except for construction project materials. Services and rentals are taxable. It is the responsibility of the cardholder to inform the

vendor if a purchase should be processed without tax. Please contact the Finance Administrator if the vendor requires proof of a non-taxable status.

Questions regarding this policy and any other questions concerning tax issues should be addressed to your Finance Administrator.

Termination of Card Privileges

Card privileges may be terminated for the following reasons:

- Termination of employment- upon employment termination cardholder shall immediately return card to their department head or directly to the Finance Administrator.
- When use of the card causes budgetary limits to be exceeded without prior authorization from the Finance Administrator or County Manager.
- Misuse of the card in any manner not consistent with this policy.

Common Questions and Concerns:

- **Why did the County decide to participate in a Purchasing Card Program?**

Like most companies today, we are exploring ways to streamline processes and reduce costs. Frequently the expenses incurred to process a small dollar purchase can run as high as the price of the item itself.

With a Purchasing Card, many of the typical purchasing steps should be eliminated including, generating a requisition, preparing a purchase order, matching a packing slip to a purchase order, matching invoices with purchasing requisitions, individual payments of invoices, etc.

- **What is the procedure when I pay for something with my Purchasing Card?**

Essentially, the process is the same as when using your personal credit card. You must always ask for a receipt for your records, particularly for phone, fax and mail orders.

- **Are there any restrictions associated with the use of my Card?**

Yes, in addition to our county policy stating the type of products you can buy other controls and limits may be placed on your card including:

- A monthly dollar limit
- A daily dollar limit
- A "per transaction" dollar limit
- "Blocked" merchant categories

Please see your manager or Finance Administrator for your specific restrictions.

- **What should I do if a supplier does not accept the Purchasing Card?**

Any purchase not done by purchasing card may be done by purchase order. In addition, please contact your Finance Administrator and provide him/her with the supplier's name, address and phone number.

- **How will I know if the County is getting billed correctly for the purchases I have made?**

The Finance Administrator will print out a monthly cardholder statement listing all the purchases made and credits received in the previous month. This statement is for your review and allows you to reconcile your purchases. The Finance Administrator will review the statement at the end of month, so make sure you get all your receipts for every transaction done throughout the month.

- **How will my monthly Purchasing Card bills be paid?**

You are not responsible for the payment of your Purchasing Card bills. The monthly statement you print out is for your review only. After the receipts are attached and the statement has been approved, the County will make one monthly payment covering Purchasing Card expenses for all county employees using the card.

- **Who in our company may I talk to if I have questions?**

We have designated the following positions as Purchasing Card (PCA) Administrators: the Finance Administrator, the County Manager and the Risk Management Manager and any employees he/she designate to be Program Administrators. The PCA should be contacted for any questions you have regarding limits, usage and the other issues.

Only the PCA has the authority to change any existing information or restrictions to a cardholder's account.

- **What should I do if I have a problem associated with something I bought with my Purchasing Card?**

Please refer to the "Disputed or Fraudulent Charges" section of this guide for complete details. It is extremely important that you address these items immediately.

- **What should I do if my card is lost or stolen?**

It is extremely important to call the issuing bank immediately in the even your card is lost or stolen. You must also notify our Finance Administrator.

- **Can another employee utilize my card for purchases?**



Each Purchasing Card will be embossed with the individual employee's name with the exception of the additional cards with the department on them. The employee is responsible for the proper use of his/her card. At no time should another individual utilize your Purchasing Card.

- **Can the Purchasing Card be used out of the United States?**

Yes, the Purchasing Card is accepted worldwide wherever Visa is accepted. Purchases can be made in any currency and billed in U.S. Dollars. The currency, as well as the foreign exchange rate utilized, is stated for each transaction on your statement.

- **What should I do if I need to change my purchase limits?**

Please contact your Finance Administrator.

Approved, passed and signed this 2nd day of July, 2013 by the Roosevelt County Board of Commissioners.

**BOARD OF COUNTY COMMISSIONERS
ROOSEVELT COUNTY, NEW MEXICO**

ATTEST:



Donna Carpenter, County Clerk




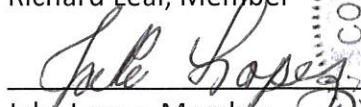
Bill Cathey, Chairman

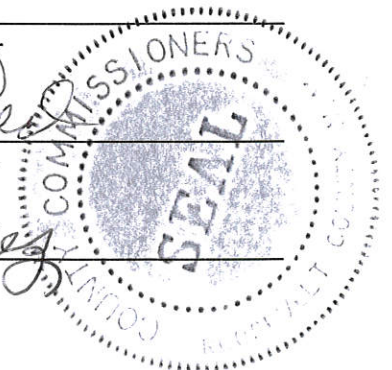


Kendell Buzard, Vice-Chairman


Scott Burton, Member


Richard Leal, Member


Jake Lopez, Member



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Donna J. Carpenter, Roosevelt Co. Clk., Roosevelt, NM



