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# Sedgwick County

525 North Main Street 3rd  
Floor  
Wichita, KS 67203

## Legislation Text

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**File #:** 17-1045, **Version:** 1

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### **Revised Purchasing Card Policy.**

**Recommended Action:** Approve the recommendation to update the Sedgwick County Purchasing Card Policy.

The Purchasing Card policy has been updated to reflect more specific direction and guidelines to staff using County Purchasing Cards and their supervisors. It also outlines specific consequences of misuse or fraudulent use of a card by employees. A number of technical details in the policy were changed to reflect organizational chart changes, including those staff with responsibility for oversight of the process.

Significant changes to policy provisions include: requirement of cardholder's direct supervisor's approval for monthly reconciliations; clarification of eligible expenses, including direction to use the County's Mailroom and Print Shop as the standard for printing and postage requests; attendee lists for trainings paid for with a purchasing card; detailed receipts for fuel purchases; and pre-approval from division directors with regard to memberships and subscriptions paid by purchasing card. The policy also adds specific requirements for cardholders to complete annual training, places a maximum amount for tipping (20% of meal price) and prohibits use of the card to purchase gift cards.

In summary, consequences of intentional misuse include suspension or revocation of the card, while fraud results in revocation of the card, disciplinary action, and potential legal action.

**Alternatives:** The alternative is to leave the existing Purchasing Card Policy as is.

**Financial Considerations:** None

**Legal Considerations:** Legal has reviewed and recommended approval.

**Policy Considerations:** None