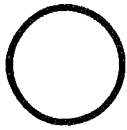


EXECUTIVE COMMITTEE

DATE: Tuesday, August 20, 2019
TIME: 8:45 a.m.
LOCATION: Courthouse
Room 317A
400 Market St.
Wisconsin Rapids, WI

1. Call meeting to order
2. Public comments
3. Approve resolution – P-Card Policy
4. Approve resolution – Safety & Risk position
5. Consider any agenda items for next meeting
6. Adjourn



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	Tabled:	<input type="checkbox"/>
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: _____, Finance Dir.		

LAD

INTENT & SYNOPSIS: To approve the Wood County Procurement Policy and Procedure Manual.

FISCAL NOTE: The use of the procurement card system will result in efficiencies and cost savings to the County. The policy controlling the use of the P-Cards is intended for various reasons but the implementation of the policy will not have a direct fiscal impact on the County.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

WHEREAS, the Procurement Card (P-Card) program is designed to make it easier and more cost effective for County personnel to make small dollar purchases of goods and services from any supplier who accepts credit cards, which most of our suppliers do, and

WHEREAS, it is important to have procedures and policies addressing the use of the P-Cards such that there are no questions as to how these cards are to be used, and

WHEREAS, the attached Wood County Procurement Policy and Procedure Manual was prepared to implement industry standard procurement card usage practices, and

WHEREAS, the P-Cards are to be used countywide and any abuse of them will have significant implications to the County and the employee(s) and, therefore, it is appropriate for the policies controlling the use of the P-Cards to be approved at the county board level.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to approve the attached Wood County Procurement Policy and Procedure Manual.



WOOD COUNTY

PROCUREMENT CARD
(P-CARD)

POLICY AND PROCEDURE
MANUAL

Welcome to Wood County's Procurement Card (P-Card) Program

The Procurement Card (P-Card) program is designed to make it easier and more cost effective for County personnel to make small dollar purchases of goods and services from any supplier who accepts Credit Cards; which most of our suppliers do.

If you have any comments, questions or feedback, please contact your P-Card Administrator, Brenda Nelson, via E-mail at bnelson@co.wood.wi.us or extension 8796

In Brenda's absence, contact one of the following:

Payroll Administrator – PaNya Yang at pyang@co.wood.wi.us or extension 8778

Deputy Finance Director – Ed Newton at enewton@co.wood.wi.us or extension 8463

Finance Director – Marla Cummings at mcummings@co.wood.wi.us or extension 8576

This policy and procedure manual consists of four sections: General Information & Cardholder Use, P-Card Auditor Responsibilities, Allocation Personnel Responsibilities/Processes and Internet Purchasing Policies.

This manual will address most of your questions about the P-Card Program and provide guidelines for using your P-Card.

Listed below you will find definitions used throughout this manual.

Approving Supervisor	Department Head or individual designated by Department Head. This individual shall review and approve a cardholder's monthly statement.
P-Card	Procurement/Credit Card issued by the County to an approved employee
Cardholder	Employee that has been issued a P-card and who is authorized to make purchases in accordance with these procedures.
Allocation Personnel	An employee who can allocate the expenses to the correct account(s) for his/her cardholders.
P-Card Administrator	Individual responsible for issuing cards, providing training and responding to questions related to the program.
P-Card Auditor	A Department Head, supervisor or designee, who reviews and approves a cardholder's monthly statement of account in accordance with the procedures
P-Card Reconciliation Specialist	Individual responsible for accepting statements, responding to questions related to reconciliation or allocation and who is responsible for assuring payment to the card issuer.
Cardholder Statement	A monthly list of all transactions made by the cardholder. Unless otherwise directed by the Department Head and/or supervisor, the cardholder is responsible for reconciling the statement against purchases made.
Single Limit	The dollar amount established for a single transaction. This dollar limit may vary from cardholder to cardholder and is mutually established by the Department Head or designee and the P-Card Administrator.
Credit Limit	A dollar amount limiting the total dollar amount for all purchases made within a billing cycle. This dollar limit may vary from cardholder to cardholder and is mutually established by the Department Head or designee and the P-Card Administrator.
1099 Vendor	A 1099 vendor is defined as an individual, sole proprietorship or limited partnership that is paid more than \$600 for services.

SECTION 1

GENERAL INFORMATION

And

CARDHOLDER USE

General

The purpose of this manual is to establish rules and regulations governing the use of County-issued P-Cards provided to authorize personnel in order to make the purchase of goods and/or services for County programs.

This program is being established to provide a more rapid turnaround of requisitions for goods and to reduce paperwork and handling costs. By using the County P-Card, you dramatically shorten the payment cycle from what it was under the traditional requisition process. The traditional process included pricing inquiry, order placement, delivery of goods, invoice, and the voucher review. Individuals who have been issued P-Cards may now initiate transactions in-person or by telephone and receive goods within the limits of this procedure. Payments to vendors are made via the Wood County Voucher System. Accounts Payable will make periodic settlements with the bank.

Receiving a Procurement Card

Having a County P-Card is a privilege for approved County purchases only. Abuse or misuse of the card will not be tolerated. This document outlines the Policies and Procedures for acceptable use of the County P-Card entrusted to employees. Any misuse and/or abuse of this program will result in revocation of the card and other disciplinary action as deemed appropriate.

1. Department managers may authorize personnel to be cardholders by filing out the Wood County Employee P-Card Application/Use Agreement and forwarding the agreement to the Finance Department Procurement Card Administrator at 715-421-8796, E-mail: bnelson@co.wood.wi.us
2. The proposed cardholder shall be issued a copy of the procedure and shall be required to sign a Cardholder Employee Purchase Card Agreement. This agreement indicates that the cardholder understands the procedure and the responsibilities of a Procurement Cardholder. The enrollment form includes all information needed to register the Cardholder in the credit system.
3. The Finance Department P-Card Administrator shall maintain all records of procurement card requests, cardholder transfers, and lost/stolen/destroyed card information.

Authorized Procurement Card Use

There are two types of P-cards available for business use:

- A. **Individual P-Card** - A card is issued in the name of an individual. The individual whose name appears on the card bears the responsibility for purchases charged to the card, and the **card must only be used by the cardholder**. Do not share your card with others.
- B. **Department P-Card** - This card will bear the department's name. The department P-Card can be used by others within the same department. Each department needs to secure the card. A sign-out procedure must be established within the department who obtains a department P-Card. It is imperative to secure and protect the P-Card at all times.

Card Security

Expectations of Purchasing Card Management

To ensure success of the P-Card program, each Department will play a key role and needs to provide:

- Appropriate internal control structure and staffing to monitor use of the cards.
- Appropriate staffing to accommodate accounting allocation and to deal with occasional supplier or P-Card provider problems which may result through using the P-Cards.
- Commitment to assuring that the card will be used exclusively for allowable transactions and that records and transactions will be maintained in the prescribed manner.
- Assurance that cardholder and other department office personnel are properly trained in P-Card processes and procedures.
- There are a number of unique controls that have been developed for this program. These controls ensure the P-Card can only be used for specific purposes and with specific dollar limits.

Cardholder Limits:

All P-Cards have a monthly limit, and in most cases, a single transaction limit. The P-Card Administrator, in conjunction with your Department Head/division manager or their designee, has established these limits. This information was provided to you when you received your training and/or your actual card. If you feel the limits

are not sufficient and/or you feel you should be authorized to use your card for non-allowable purchases, you must have them issue the Change Form found in the Appendix or the intranet under Finance. Note: Change in limits is subject to approval by P-Card Administrator.

1. Use of the P-Card shall be limited to the following conditions:
 - A. The total value of a good or service shall not exceed a cardholder's purchase limit set by the Department Head. Payment shall not be split into multiple transactions to stay within the purchase limit.
 - B. All items purchased "over the counter" must be immediately available at time of procurement card use. No backordering of merchandise is allowed.

Non-allowable Types of Credit Card Purchases

Examples of purchases that the P-Card may not be used for include, but are not necessarily limited to the items listed below. If you feel you have a need to purchase items on the list and/or the requisition submission schedule, you must obtain written approval from the applicable buyer before proceeding. All written approvals should be retained with your receipts, as they must be submitted with your monthly statement.

• Alarm/security systems	• Leases/rentals of property
• Alcoholic beverages, drugs or Pharmaceuticals	• Legal Services
• Ammunition	• Non-business/personal
• Cash advances (ATM machines)	• Radioactive materials
• Consulting Services	• Tax reportable services
• Insurance	• Telephone
• Single purchases exceeding authorized limit	• Gift Cards*

*The purchase of gift cards is unallowable except in specific circumstances that have been reviewed and approved in advance by the department's director.

Abuse Policy

All cardholders and card users are expected to follow Procurement Card Program policies. Listed below are the actions considered to be abuse of the policy as well as the resulting consequences for the abuse. Consequences will be forwarded by the P-Card Administrator to the Department Head and Human Resources as applicable in accordance with the terms provided in the abuse sections below. Consequences are administrative actions taken in response to P-Card abuse. These actions include written notifications of abuse, additional training and/or temporary/permanent suspension of card privileges. Such actions are intended to give cardholders the assistance needed to be in compliance with the policy and to provide accountability for the Program.

Administering consequences shall not preclude the possibility of disciplinary action up to and including termination. The determination and administration of any disciplinary actions resulting from P-Card abuse shall be the responsibility of the Department Head and Human Resources.

Individual Cardholder or Department Card User Abuse:

Level 1 Abuse

1. Failure to follow Internet Guidelines when making Internet Purchases (Reference Section 4).
2. Failure to monitor charging of sales tax that result in charges of \$10 or more of sales tax in a single transaction.
3. Failing to use county-wide contract for commodities or services.
4. Splitting transactions to bypass established limits without the approval of the P-Card Administrator, Brenda Nelson. Note: The Finance Director and Deputy Finance Director may also authorize a one-time split transaction.
5. Making non-allowable purchases as defined in the Procurement Card Procedure Manual.
6. Failing to protect P-Card.
7. Failing to turn statements in to Accounts Payable within the given timeframe.

Consequences for Level 1 Abuse:

First and Second incident within a six-month period: Written notification (may be E-mail) will be sent to the cardholder of any infraction with supporting documentation. The cardholder's supervisor will receive a copy of the notification.

Third incident within a six-month period: Temporary (2 week) suspension of P-Card privileges with mandatory re-training. Written notification with supporting documentation will be sent to cardholder, cardholder's supervisor and Department Head.

Continual abuse may result in extended to permanent suspension of card.

Level 2 Abuse

1. Allowing another individual to use your card.
2. Purchasing restricted commodities.
3. Failing to obtain receipts.
4. Using the card to purchase personal items or for personal use.

Consequences for Level 2 Abuse:

First incident within a six-month period: Written notification (may be E-mail) will be sent to the cardholder of any infraction with supporting documentation. The cardholder's supervisor will receive a copy of the notification.

Second incident within a six-month period: Temporary (30 day) suspension of P-Card privileges with mandatory re-training. Written notification with supporting documentation will be sent to cardholder, cardholder's supervisor and Department Head.

Third incident within a six-month period: Loss of P-Card privileges from extended suspension up to permanent loss of privileges. Written notification with supporting documentation will be sent to cardholder, cardholder's supervisor and Department Head.

Level 3 Abuse

1. Fraudulent Use

Consequences for Level 3 Abuse:

Reported fraudulent use will result in immediate revocation of the card.

Written notification of reported fraudulent use will be given to the Department Head and to the Human Resources Division.

All

It is the responsibility of the Department Head and Human Resources to investigate and determine the appropriate disciplinary action up to and including termination for fraudulent or other misuse of card privileges.

Purchasing with the P-Card

Procurement procedures permit a purchase of goods or services valued at authorized limit or less from a "vendor of choice." Although this procedure does not require the requisitioner to compare sources or seek competition between vendors, he or she should always seek competition and the lowest prices within the parameters of quality and delivery. Accordingly, whenever a P-Card purchase is made, the cardholder will check as many sources of supply as reasonable to the situation to assure the best price and delivery.

1. Cardholders will utilize the following "checklist" when making purchase.

- A. Solicit a reasonable number of sources for lowest price. If vendors furnish standing price quotations or catalog prices on a recurring basis, check that the price listed is current.
- B. Once a vendor is designated and that vendor confirms the good or service is available, meets the specifications and delivery requirements, etc., take the following steps:
 - a. Confirm that the vendor agrees to accept Visa
 - b. Direct the vendor to include the following on the shipping label and packing lists:
 - i. Cardholder's name and telephone
 - ii. Complete delivery address
 - iii. The vendor's order number
- C. It is extremely important that all purchases be sent to the Cardholder ordering the merchandise and this will ensure that the documents necessary for the record keeping are readily available to the cardholder.
- D. If necessary, advise the individual within your agency who receives merchandise of the vendor's name and order number, anticipated delivery date, number of cartons expected, carrier (UPS, Fed Ex, etc.). Also, have them notify you – the Cardholder – when delivery is made.

Making a County related purchase with your P-Card is as simple as using any credit card. The chart below describes the process.

You place an order for goods/services with the supplier either by phone, fax* or in person. * If by fax, do not leave the order form where someone can copy your credit card information. Fax should be a last resort, as even though you may be sure it is not left in the machine, you don't know what is happening on the recipient's end. Therefore, if they require a form be faxed in, we recommend that you do so, but leave the Credit Card # field blank and call them with this information instead.
If you are at the supplier location, review the sales receipt prior to signing to be sure tax hasn't been charged. After signing, be sure to keep the cardholder copy of the receipt. You can then take your purchase with you.
If you make the purchase by phone or fax, the supplier can deliver your purchase and send the sales receipt to you or you can pick up the goods and the sales receipt in person. Fax receipts are acceptable.
All receipts should be retained for reconciliation purposes.

Tracking Purchases

Some Department Heads and/or division managers have assigned one person the responsibility for reconciling their cardholder's statements. In order to assure they can do so properly, it is critical that you retain receipts for every purchase made using the card. It is highly desirable that they be kept in the order the transaction was made to expedite the reconciliation process.

Note: If you are unable to produce a receipt for a purchase, you must complete an Affidavit of P-Card Receipt located in the Appendix or intranet under Finance

Regardless of who will be doing the reconciliation process, **receipts must be maintained for every purchase.**

Returning Purchases

If an item is not satisfactory, or a wrong item is delivered, damaged and/or defective, etc., the cardholder will make contact with the vendor to explain the problem and follow the return policies established by the vendor. Record the return on the original receipt and staple any credit memos issued to that receipt. Refunds **must** be applied to your P-Card. **Do not accept a cash refund.**

If the goods are returned in person, the original receipt must accompany the goods. A copy of the credit receipt for the returned goods must be obtained. Record the return on the original receipt and staple any credit memos issued to that receipt. Refunds **must** be applied to your P-Card. **Do not accept a cash refund.**

Review of Monthly Statement

1. At the end of each billing cycle, the Department will receive a monthly statement of account from the bank that will list all of their Cardholder's transaction(s) for that period.
2. The Department shall check each transaction listed against the purchasing log, receipts, and any shipping documents to verify the monthly statement.
3. Please follow your department procedures for P-Card purchases. The Original sales documents (packing slip, invoice, cash register tape, credit card slips, etc) for all items on the monthly statement must be neatly attached to a copy of the Procurement Card Record form, line for line sequence, matching the statement. This data attachment is critical to enable audit substantiation. **If this routine is not adhered to, the P-Card privileges will be revoked.**
4. The careful matching of complete support document to the log, and then to the statement, is vital to the successful use of this program. After this review, the Cardholder shall sign the statement and present the monthly statement to his/her approving supervisor for approval and signatures. The Cardholder shall verify that the reviewed and approved statement is forwarded to the Purchasing Department for incorporation with other cardholder's statement to be reconciled with a monthly summary provided by the bank.
5. The approving supervisor shall check the Cardholder's monthly statement and Procurement Card Record form and confirm with the Cardholder the following items:
 - A. Receipts and shipping documents exist for each purchase.
 - B. The goods were received or the services were performed.
 - C. The Cardholder has complied with applicable procedures, including this Procurement Card procedure.
6. The department shall receive the monthly statement and secure the approving Supervisor's approval within two (2) working days of receipt. Approving monthly statements and appropriate logs and documents shall be forwarded immediately to the Finance Department once it is ready for payment through the voucher system.
7. If the Cardholder does not have documentation of a transaction listed on the monthly statement, he/she must attach an Affidavit of P-Card Receipt (found in the appendix) with an explanation that includes a description of the item(s) purchased, date of purchase, vendor's name, and reason for lack of supporting documentation.
8. If purchased items or credits are not listed on the monthly statement, the appropriate transaction documentation shall be retained by the Cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within 60 days after the date of purchase, the Cardholder or approving supervisor shall notify the Finance Department. Do not accept a refund in cash or check format. All refunds need to be added to the P-Card.
9. Merchandise Returns – If an item is not satisfactory, is received damaged and/or defective, duplicate order, etc., the Cardholder should make contact with the vendor to explain the problem and inquire about return policies.
 - A. If an item has been returned and a credit voucher received, the Cardholder shall verify that this credit is reflected on the monthly statement.
 - B. If items purchased by the use of the P-Card are found to be unacceptable, the Cardholder is responsible for obtaining replacement or correction of the item as soon as possible. If the vendor has not replaced or corrected the item by the date the Cardholder receives his/her monthly statement, then the purchase of that item will be considered in dispute.
10. If the Cardholder has a problem with a purchased item or billing resulting from the use of the Procurement Card, first try to resolve it with the vendor that provided the item. In most cases, disputes can be resolved directly between the Cardholder and the supplier. If the Cardholder is disputing a charge or an unresolved issue, complete a Dispute Form and include it with the statement package.

Reconciling your Statement

Our billing cycle begins on the 16th day of each month and ends on the 15th.

Transactions can take from 1-3 days to post; therefore, if you made a purchase toward the end of the billing cycle, it may not appear until the next month's statement. All transactions are listed in chronological order; therefore, this process can be made easier if you file your receipts in the same manner.

The entire process of reconciliation must be completed and submitted to Accounts Payable **no later than the first of the month following receipt of statement**; this includes having the P-Card auditor review and sign the statement. Cardholders who have the responsibility of reconciling their own statements must provide their **signed** statement with their receipts attached within two working days after receipt to their P-Card Auditor.

If you do not have reconciliation responsibility, you should immediately provide this information to Accounts Payable upon receipt of the monthly statement. **Exception:** Cards that were specifically established to process small dollar invoices do not require an auditor's signature. The signature on the invoice authorizing payment suffices as the "secondary" signature normally required.

Note: Continued failure to submit your statements in a timely manner will result in your card being canceled.

Once you have accounted for all transactions noted on the monthly statement and have attached a receipt (or credit memo) as applicable, forward the information to your P-Card Auditor for review and signature.

Disputed Items

If there is a discrepancy on the monthly statement, contact the supplier to try and resolve the situation. If successful, make a note on the monthly statement and be sure to verify the correction the following month. Disputed items must be reported within sixty- (60) days from the statement date. If required to submit a signed hard copy, request this from the Allocation person assigned to your department/division.

Frequently Asked Questions

Will having a County credit card affect my personal credit?

No, absolutely not. The Bank has no personal information other than your date of birth, which is required for security purposes; i.e. to verify that if/when you call you are the cardholder. Additionally, as part of the security check they may ask for the last 4 digits of Wood County's Employer ID number which is 5763. You have been given this information in the event you need to contact the bank, however, it should not be kept with the P-Card itself.

What do I do if I find an incorrect charge on my statement?

You should always attempt to resolve an incorrect charge with the supplier first. If you aren't successful, follow the disputed items procedure noted above.

What about an unauthorized charge?

Contact US Bank immediately at 1-800-344-5696 or 701-461-2010 to report unauthorized charges.

What if I lose my card or it is stolen?

Contact US Bank immediately, **1-800-344-5696 or 701-461-2010** to report a lost/stolen card. Within one working day, call or send the P-Card administrator an email notifying them of the lost/stolen card as well.

What if I get charged sales tax?

You should always check your sales receipt before signing and if sales tax is included, ask them to void the transaction and re-process it exclusive of the sales tax. The tax-exempt number is noted on your card; however, we have provided you with a hard copy in the event the vendor requires one. If you are mailed the sales receipt and it includes the sales tax, contact the vendor and ask them to credit the sales tax.

SECTION 2

ADDITIONAL INFORMATION

For

**CARHOLDER USE SPECIFIC TO
TRAVEL AND/OR
SEMINAR REGISTRATION**

General

In addition to the benefits provided under Section 1, your card has been authorized to allow for travel/expenses and seminar registration. This means you may use the card when traveling for County authorized business.

Types of P-Card Purchases

In addition to the purchases noted in Section 1, examples of purchases that the P-Card may not be used for include, but are not necessarily limited to the items listed below. Please note that it is acceptable to use the Internet for all travel related purchases with the exception of per diem and non-reimbursable expenses.

Allowable Purchase	Non-Allowable Purchases
Airfare	Prepaying for Hotel for more than 1 night
Holding a Hotel Room	Purchases or expenses for non-County employees and/or family members
Pre-Paying for 1 night stay in order to receive a discounted rate for a conference	Non-reimbursable expenses charged to a hotel room such as phone calls, movies, etc.
Paying for a hotel room upon checkout if you are the cardholder (Note: The County is not exempt from room taxes).	
Seminar Registration	
Meals (No Alcohol Beverages)	

Expenses Exceeding Allowable Amount

In some cases expenses may exceed the amount allowed under the travel reimbursement guidelines and/or may not be eligible for reimbursement. This may include but is not limited to:

1. Hotel Charges over the County's approved rate.
2. Individual Meals and/or Per Diems.
3. All non-reimbursable expenses (personal calls, movies, laundry service, etc.).

These expenses must either be deducted on your expense report or reimbursed via check payment if money is due upon completion of travel. If money is owed the County, a check must be deposited with the County Treasurer's office along with a general receipt. A copy of the general receipt **must be attached to your monthly statement**. (Work with the account clerk or other person who handles this process for your department/division for any assistance needed in this process.)

Reconciling your Statement

In addition to the procedures noted in Section 1, other documents that must be submitted with your monthly statement are as follows:

Copies of:

1. The seminar brochure and/or agenda verifying the dates and location of the seminar.
2. General receipt showing payment of charges in excess of allowable amounts.
3. Any expense reports submitted **prior to** traveling; i.e. advance payment for airfare, etc. and that are submitted **upon return** that are related to the expenses being submitted.
4. **ORIGINAL** receipts for all charges on the P-Card related to travel; i.e. hotel, meals, etc.

SECTION 3

P-CARD AUDITOR RESPONSIBILITIES

General

You have been assigned the very important responsibility of auditing and signing off on the monthly statements for various cardholders within your department/division. Your proper and prompt review of these statements is critical to the success of this program.

Auditing the Statement

Each transaction appearing on the statement must be reviewed. If the cardholder did not make a note that they are disputing a transaction either because it was unauthorized and/or it was for the incorrect amount, the transaction must meet the following conditions:

The purchase:

1. Was made for County business only.
2. Was not split into multiple transactions to stay within the single limit.
3. Was not split across days to stay within the single limit without prior approval from the P-Card Administrator.
4. Was not split amongst cardholders to stay within the single limit.
5. Was not split amongst multiple invoices to stay within the single limit; i.e. look for sequential invoice numbers.
6. Was not made to avoid or circumvent the purchasing process.
7. Receipt has been verified.
8. Is accompanied by a receipt or credit memo.
9. Is accompanied by written buyer approval when applicable.

In addition, if the card was used for travel and/or seminar registration the following must be attached:

Copies of:

1. The seminar brochure and/or agenda verifying the dates and location of the seminar.
2. General receipt showing payment of charges in excess of allowable amounts.
3. Any expense reports submitted **prior to** traveling; i.e. advance payment for airfare, etc. and that are submitted **upon return** that are related to the expenses being submitted.
4. **ORIGINAL** receipts for all charges on the P-Card related to travel; i.e. hotel, meals, etc..

Once you have verified the above, sign the statement below the cardholder's signature and forward the documents to Accounts Payable **no later than the first day of the month following the receipt of statement.**

Unallowable Purchases

If during your monthly audit(s) you find purchases that aren't authorized or aren't acceptable, the cardholder's supervisor should be notified. Continuous misuse of cards can result in the card being canceled and disciplinary action taken up to and including termination.

SECTION 4

INTERNET PURCHASING POLICIES

Purchasing on the Internet with P-Cards

Wood County P-Cards may be used on the Internet if the following criteria are met:

- Method is authorized by the department's internal control procedures
- Purchases cannot exceed \$1,000 or amount per department policy for a single transaction with the exception of travel and seminar registration
- Cardholder must abide by the same guidelines agreed to on the Cardholder Agreement form
- Cardholder is familiar with guidelines regarding safe purchasing on the Internet as noted below; and
- The Internet site for purchases is secured with safe electronic technology (Secure Sockets Layer or Secure Electronic Transmission protocol)

Key Information for Purchasing on the Internet

"Buyer Beware," has long been a principle for commercial transactions. This principle is valid for transactions facilitated through electronic commerce. Although there is no way to completely eliminate all risk from any purchasing activity, the following guidelines are included to increase awareness of Internet purchasing issues:

- Always use a secure Web browser
- Know your merchant
- Ask how information is passed to a merchant and secured on their computer system
- Obtain receipts
- Understand the troubleshooting process
- Protect yourself with current information

Always use a secure Web browser

Using any version of Microsoft Internet Explorer as your browser provides you with an added level of security when shopping on the Internet. These browsers use Secure Socket Layer (SSL) technology, a proven and easy-to-use system that lets your browser automatically encrypt or scramble your personal data before sending it to the merchant via the Internet. SSL shows you that a Web site is secure when a lock appears in your browser window (lower right hand corner). You can also look at the URL, or Internet Location, to verify the SSL protocol is in place. Most URL's start with **http://**, but when a site is secure, the URL will start with **https://** ("**s**" stands for secure).

Know Your Merchant

When considering an online purchase, please consider the following:

First, don't give out your credit card number online unless you have read and understand the company's privacy statement, disclaimer, terms and conditions, warranties **and** you have confirmed that they use safe online shopping technologies like SSL or Secure Electronic Translation (SET). SET is an added layer of protection that is emerging as an industry standard to make online purchasing safer than ever. Merchants who demonstrate they use the best available methods to make your Internet transaction as safe as possible are allowed to display the SET decal on their website. Some sites may claim to be encrypted when they actually are not. If you are not sure, ask for an alternate method of payment. You can check *Yahoo! Shopping* which lists many of the online merchants who use secure technology for safe electronic transactions (other search engines might have similar lists).

Second, don't judge reliability by how nice or flashy a website may seem. Anyone can create, register and promote a website; it's relatively easy and inexpensive. Most legitimate merchants list their address, phone number and/or contact person. At a minimum, be sure there is a phone number present.

Third, online auction sales remain the number one Internet fraud reported to the National Consumers League's Internet Fraud Watch. Be careful not to be pressured into making an immediate decision. Reputable merchants will be happy to answer all of your questions and give you time to decide.

Last, if you have questions about a merchant, you can check the company's complaint record with the Better Business Bureau (see below for web address).

Ask How Information is Passed to Merchants and Secured

For many Internet purchases, you are asked to use a fill-in form on the merchant's website. Increasingly, merchants allow you to send some information via the fill-in form and to phone in the more sensitive information, in our case, the credit card number. For future purchases, you will usually only need to supply the last four or five digits of the credit card number to verify your identity.

Sometimes a merchant will keep your credit card number on their system in case you want to make additional purchases. How can you be sure the merchant is securing your personal information once it reaches their computer system? Although unlikely, it's possible that information stored in the company's database can be stolen by computer "hackers" or even by dishonest employees. When dealing with an unknown merchant, it might be worth asking the merchant how the information collected about purchasers is maintained in a secured fashion.

Obtain Receipts

Every type of P-Card transaction must have a receipt. An acceptable receipt for an Internet purchase includes a screen copy of the order form and/or confirmation you receive from the merchant verifying that they received your order. You may receive this confirmation immediately following the submission of the order or it may be sent to your E-mail address at a later date. If there isn't a sufficient description of the purchase noted, please write it in on the receipt.

Understand Troubleshooting Process

If you have placed an order online with a merchant and one or more of the following occurs, **call the Bank immediately to cancel your P-Card 1-800-344-5696 or 701-461-2010**

- You don't receive the order within a reasonable amount of time (generally 2 weeks) and you are not receiving returned phone calls from the vendor
- The phone number on the website is no longer a working number
- You hear the merchant went out of business

If it is necessary to cancel your P-Card as a result of a problem or suspected fraud, call the P-Card Administrator to report the card has been cancelled with the Bank and to receive help with the dispute process. A replacement P-Card may be requested.

Protect Yourself with Current Information

Because the Internet is changing at such a rapid pace, the risks of Internet purchasing and the techniques you can employ to counteract those risks will be very different in three months, six months or a year. Following are related links to help you stay informed (not in priority order):

- www.fraud.org - The National Consumers League provides advice about telemarketing and Internet fraud.
- www.consumer.gov - This federal agency website provides consumer information and publications.
- www.BBBOnLine.org - The Better Business Bureau reliability program for participating online merchants links to central BBB site for reports about businesses and information on how to contact individual BBBs across the U.S.

SECTION 5

APPENDIX

WOOD COUNTY EMPLOYEE PROCUREMENT CARD APPLICATION /USE AGREEMENT

Instructions: Complete information contained on this form and submit to the Finance Department Procurement Card Administrator

Employee Cardholder's Name	Department
Birthdate	Work Phone Number

The Procurement Card is intended for best-judgment purchases. Purchases made with this card must comply with the Procurement Card Manual obtained in training.

The Procurement Card **MAY NOT** be used to purchase the following:

Single purchases/transaction exceeding \$1,000 or

Alarm/Security systems	Consulting Services	Non-Business/Personal Items/Services
Alcoholic beverages, drugs or Pharmaceuticals	Insurance	Radioactive Materials
Ammunition	Leases/Rentals of Property	Tax Reportable Services
Cash advances (ATM machines)	Legal Services	Telephone call/monthly charges
Single purchases exceeding authorized limit	Gift Cards*	

* See Procurement Card Policy and Procedure for any exceptions

If the card becomes lost or stolen, the Cardholder has the responsibility to immediately notify the procurement card company at **1-800-344-5696** or **701-461-2010** and the Finance Department Procurement Card Administrator at **715-421-8796**

When a Cardholder terminates employment with the County, the Department shall reclaim the procurement card and return it to the Finance Dept. Procurement Card Administrator.

Non-adherence to any of the procedures, as outlined in the Procurement Card Manual, may result in revocation of individual Cardholder privileges and may result in revocation of all sponsor department procurement cards and other appropriate disciplinary actions.

As an applicant/holder of a Wood County procurement card, I understand the responsibility for the protection and proper use of the card as detailed above and as written in the Procurement Card manual. I understand I will be making financial commitments on behalf of Wood County and will strive to obtain the lowest prices within the parameters of quality and delivery.

NOTE: Tax exempt number shown on County procurement card is to be used for Wood County Business Purpose only.

X

Applicant/Cardholder Signature	Date Signed
--------------------------------	-------------

I approve the issuance of a Procurement Card to this County employee and acknowledge the overall responsibility for the proper use of the card.

X

Department Authorized Signature	Date Signed
---------------------------------	-------------

X

Purchasing Department Signature	Date signed
---------------------------------	-------------

Upon approval of this application, a Wood County Procurement Card will be issued.

Complete this box when procurement card is issued/received and return this application/use agreement form to the Procurement Card Coordinator:	
I acknowledge receipt of Procurement Card	X
NOTE: Sign and activate your card immediately upon receipt.	

CARDHOLDER ACCOUNT MAINTENANCE FORM
(Complete form and send to Purchasing)

CARDHOLDER NAME	DEPARTMENT
DATE	ACCT. NUMBER

TYPE OF REQUEST (X)

- ☐ A. Address Change
- ☐ B. Department Change
- ☐ C. Account Closure
- ☐ D. Name Change
- ☐ E. Credit Limit Change
- ☐ F. Other _____

EXPLANATION OF CHANGE (i.e., TERMINATED, MARRIED, ETC.):

Following for Purchasing Department only:

NEW INFORMATION:

Please fax to:

Authorized Name (Print)

Authorized Signature

CARDHOLDER DISPUTE FORM

CARDHOLDER INFORMATION

NAME (PRINT)	CARD #
COMPANY NAME Wood County, Wisconsin Rapids	
WORK PHONE	DATE
CARDHOLDERS SIGNATURE	
MERCHANT NAME	
DOLLAR AMOUNT DISPUTED \$	DATE OF TRANSACTION

DISPUTE TYPE (X)

- _____ Credit Not Posted (enclose copy of credit voucher or return merchandise receipt)
- _____ Duplicate Posting
- _____ Erroneous Amount (provide supporting documentation indicating correct amount)
- _____ Erroneous Charge (include phrases "neither made or authorized" and "credit card in my possession at all time" in explanation)
- _____ Other

DISPUTE EXPLANATION: (Include all contact with merchant and merchant's response)

When this form is complete - Please send as soon as possible to the Procurement Card Program Coordinator

AFFIDAVIT OF P-CARD RECEIPT

I do hereby certify that I have made a purchase with my P-Card From:

Vendor Name: _____

I have received the merchandise/service as indicated on my statement, but I have (X one)

_____ Not received a receipt yet from the vendor and will try again to obtain one.

_____ Lost the receipt and have tried, to the best of my ability, to obtain a duplicate.

Cardholder Name (Printed): _____

Cardholder Signature: _____

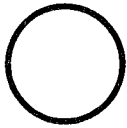
Date: _____

NOTE: Submit with P-Card statement for payment in lieu of original receipt.

Please Print - After Department approval send to Wood County Purchasing Department

The above purchases on the Wood County Procurement Card have been reviewed and reconciled. Receipts are attached in order of occurrence.

Supervisor Signature



RESOLUTION#

ITEM#

DATE August 20, 2019

Effective Date August 20, 2019

Introduced by Executive Committee
Page 1 of 1

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
No: _____ Yes: _____	Absent: <input type="checkbox"/>
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: _____, Corp Counsel	
Reviewed by: _____, Finance Dir.	

INTENT & SYNOPSIS: To approve moving the Safety & Risk Manager position into the Human Resources Department, effective upon incumbent's retirement.

FISCAL NOTE: No additional cost to Wood County. The Safety & Risk Department budget would be combined with the Human Resources Department budget. There will be no fiscal impact in 2019 and a savings starting in 2020.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
5	Fisher, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

WHEREAS, whenever there is a vacancy, it is essential to evaluate the position and find efficiencies, and

WHEREAS, by moving the Safety & Risk Manager position into Human Resources, multiple efficiencies can be created due to the frequent interaction and overlap between the Safety & Risk Manager and the Human Resources Department, and

WHEREAS, moving the Safety & Risk Manager position into Human Resources allows the director duties to be removed and the position to be transitioned to a Safety & Risk Specialist at a lower pay grade for a cost savings to the County, and

WHEREAS, the Executive Committee voted at their August 6, 2019 meeting to move the Safety & Risk Manager position into the Human Resources Department effective with the incumbent's retirement, and

WHEREAS, the incumbent will remain in the Safety & Risk Management Department until his retirement date but the successor will be hired in Human Resources. Human Resources will recruit for this position and hire the individual prior to the incumbent's retirement date to allow time for training and a successful transition.

THEREFORE BE IT RESOLVED, to approve the action of the Executive Committee to move the Safety & Risk Manager position into the Human Resources Department, with the position now reporting to the Human Resources Director rather than the Executive Committee effective upon the incumbent's retirement.