



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legislation Details (With Board Report)

File #:	24-338	Name:	County Procurement Card Policy
Type:	General Agenda Item	Status:	Passed
File created:	5/3/2024	In control:	Board of Supervisors
On agenda:	5/14/2024	Final action:	5/14/2024
Title:	a. Approve the County of Monterey Procurement Card Policy to be included in the Board Policy Manual, the County Purchasing Manual and the County Contracts and Purchasing Academy Standard Operating Procedures; and, b. Authorize the County Administrative Officer or designee to implement the Policy.		

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Policy, 3. Completed Board Order Item No. 34

Date	Ver.	Action By	Action	Result
5/14/2024	1	Board of Supervisors		

- a. Approve the County of Monterey Procurement Card Policy to be included in the Board Policy Manual, the County Purchasing Manual and the County Contracts and Purchasing Academy Standard Operating Procedures; and,
b. Authorize the County Administrative Officer or designee to implement the Policy.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve the County of Monterey Procurement Card Policy to be included in the Board Policy Manual, the County Purchasing Manual and the County Contracts and Purchasing Academy Standard Operating Procedures; and,
b. Authorize the County Administrative Officer or designee to implement the Policy.

SUMMARY/DISCUSSION:

The County of Monterey Procurement Card (sometimes referred to as “P-Card”) is a charge card designed to enable designated permanent full-time County employees to make authorized purchases of supplies, materials, and travel costs for County business. The P-Card is NOT intended to replace existing procurement approaches or acquisition methods.

This Policy establishes both policy and guidelines for authorization, distribution, and appropriate use of the Procurement Card for the acquisition of approved goods and pre-approved services by County of Monterey employees. In addition, this policy is provided to ensure departmental and personal responsibility, and to provide minimum guidelines for the use of P-Cards by County Departments/Divisions and employees. County Departments/ Divisions may have more restrictive guidelines.

The County Procurement Card Program Coordinator is the County Administrative Officer or the designee of the County Administrative Officer which is the County Contracts and Purchasing Officer. Contracts and Purchasing

administers and coordinates the County Procurement Card (P-Card) Program, currently overseeing 516 open P-Cards, spending an average of \$9million per fiscal year.

The Auditor-Controller's Office partners with Contracts & Purchasing in analyzing Procurement Card usage and overall program evaluation. In addition, the Auditor-Controller's Office - Internal Audit Division may perform periodic internal audits and monitoring of P-Card transactions to assess Cardholder and Department compliance with County policies.

Approving this policy will allow streamlines payments by eliminating the administrative burden and costs associated with traditional methods of payment.

OTHER AGENCY INVOLVEMENT:

- County Counsel has reviewed and approved the proposed policy.
- The Auditor-Controller has partnered with Contracts and Purchasing to develop the proposed policy.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Board's approval of this policy will allow County employees to make authorized purchases of supplies, materials, and travel costs for County business.

- ☐ Economic Development
- ☒ Administration
- ☐ Health & Human Services
- ☐ Infrastructure
- ☐ Public Safety

Prepared by: Debra R. Wilson, Contracts & Purchasing Officer, x4995

Approved by: Debbie Paolinelli, Assistant County Administrative Officer, x5309

Attachments:

County Procurement Card Policy