



GENERAL SERVICES AGENCY

Procurement Services

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DATE: March 7, 2011

TO: Procurement Credit Card Cardholders and Approvers

FROM: Rosa Cenicerros, Procurement Services Manager 

SUBJECT: **PROCUREMENT CREDIT CARD RESTRICTED USES**

During recent monthly reviews of the Procurement Credit Card Statements, the number of non-conforming purchases has increased to a level where we believe it is necessary to remind all Cardholders and Approvers regarding the following restricted items and use policies:

- Printers and Scanners – these are contract items; use contract vendor
- Services (labor of any kind) – not allowed due to 1099 reporting requirements
 - Training – considered a service
- Rentals of any kind (including tables, chairs, tents, equipment)
- Office Supplies/Toner Cartridges – these are contract items; use contract vendor; exceptions allowed under certain conditions (contact Procurement Services regarding any vendor issues)
- Splitting of Purchases

Page 3 of the Policies and Procedures Manual is included for quick reference.

Expenditures in the following categories, while not currently restricted, must be within the limits set by the County Administrative Policy.	
➤ Food for Events Include event name/type and number of attendees	Chapter VII, Section C, Policy #1, Item #19
➤ Retirement Gifts Include name of person(s) and number of years of County service	Chapter VII, Section C, Policy #1, Item #31

Lastly, remember that both the Cardholder and Approver must sign the statement.

Thank you for your cooperation. Questions can be directed to Tanya Hawk at 654-3751.

Attachment



Procurement Credit Card Policy & Procedure Manual
Chapter 2-Use Policies

Restricted Uses

The Procurement Credit Card is intended to be used for small dollar purchases. However, the card is not to be used for services due to the complexity of IRS 1099 Reporting requirements.

In addition, the Procurement Credit Card is restricted from being used to purchase the following items:

- Ammunition and weapons (Sheriff's Crime Lab may purchase ammunition for testing)
- Automobile rental
- Automotive parts, repairs, or maintenance (GSA/Fleet and Fire Protection District may use for parts only)
- Cash advances through bank tellers or teller machines
- Chemicals & hazardous materials
- Consultants, instructors, or speakers
- All rentals- all types (including operated & maintained equipment, tables, chairs, etc.)
- Fixed asset purchases
- Gasoline, diesel fuel, oil, and grease
- Maintenance contracts and service
- Non-approved merchant type codes
- Office supplies available on Master County Contract (unless required in emergencies)
- Personal computers, printers and some peripherals
- Software (unless online purchase is the only option and ITS approval is obtained)
- Purchase of items stocked in the Central Warehouse unless required in emergencies (Contact GSA/Warehousing for current list of stock items)
- Splitting of purchases to circumvent the dollar limitation
- Systems office furniture (Herman Miller modular furniture)
- Telecommunications equipment (including hubs, telephones, routers, modems, and any device that enables dialing into or out of the County network)
- Training (i.e., computer training, Standards Training in Corrections (STC))
- ALL Travel expenses (including airfare, lodging, meals, and alcoholic beverages)
- ALL Services and work on County property by outside contractors (due to 1099 reporting and insurance requirements)
- Payment of existing invoices

Agency/Department specific regulations may further restrict this list.