

JUN 22 2017

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CABELL COUNTY COMMISSION UPDATED PROCEDURES  
FOR USE OF PURCHASING CARDS (P-CARD)

June 22, 2017

- All card requests must be submitted to the County Administrator's office for review.
  - The County Administrator and Assistant County Administrator shall be Co-Coordinator(s). A Coordinator shall review any purchases made by any cardholder prior to payment
  - The Coordinator(s) shall be responsible to ensure that the County complies with all State rules and regulations for use of the P-Card
  - Coordinator(s) will receive training from the West Virginia State Auditor as to the proper use of the P-Card
  - Log sheets will be maintained by all users and will include: date-vendor-items
  - Each cardholder must document each transaction with an invoice or itemized receipt. Each receipt or invoice should be marked paid
  - Itemized receipts and invoice should be kept in chronological order
  - Each cardholder shall receive a statement and review for errors or designated items, sign and submit to a Coordinator
  - Coordinator(s) is/are responsible for reconciling a master statement, insuring proper documentation and appropriateness of all purchases.
  - Coordinator(s) ensure(s) that card payment is made within 25 days of the billing cycle statement.
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