

WESTCHESTER COUNTY PRC CREDIT CARD PROCEDURES

You must adhere to the following instructions for the use of the County Credit Card that has been issued to you:

Before a purchase is made:

- If the item can be purchased under an LPO or File price agreement that should always be your first option.
- You must make sure your supervisor is aware of the purchase.
- All credit card purchases will be charged to your General Supplies (3240) account. Managers will be held accountable to stay within their budgets.
- Make sure that the purchase makes sense and any trade-off between convenience and price is worth it.

While making the purchase:

- Each credit card is limited to \$150 per purchase and up to a maximum of \$1,000 per month.
- **Always bring a tax exempt form with you and present to vendor prior to proceeding with purchase.**
 1. Westchester County Parks, Recreation and Conservation is sales tax exempt. **NO SALES TAX IS TO BE PAID ON ANY PURCHASE. If the vendor refuses to accept the sales tax exemption form or charges sales tax on the purchase, you are instructed to terminate the purchase.**
 2. Copies of the County Sales Tax exemption forms are available from the Administration office. We are attaching several copies of the tax exempt form for your use. Make additional copies as you need more. You are to carry a copy of the sales tax exemption form with you when you use the credit card. Some vendors require the use of their own tax exempt form; you must fill out their form. Some vendors require a sales tax exemption form for each purchase, if possible, prepare the form before you go to make the purchase
- The County issued credit card is **not** to be used for meals or fuel.
- An itemized receipt **must** be given to you by the vendor.

After the purchase:

- All itemized credit card receipts **must** be attached to a confirming requisition (signed and dated by facility manager) and sent to PRC Administration during the same week that the credit card was used.
 1. The name of the credit card holder **MUST BE ENTERED** in the attention line of the Confirming Requisition.
 2. The Confirming Requisition must be dated the same date that the credit card was used.
 3. Description of the item(s) purchased must be entered legibly in the specifications section of the confirming requisition.
 4. Quantity, Unit price and extension should be entered in the appropriate sections of the confirming requisition. Extended amounts must be totaled. **THIS TOTAL MUST BE THE SAME AS THE TOTAL ON THE CREDIT CARD RECEIPT.**
 5. Your unit and account to be charged must be entered on the requisition.
 6. The name of the vendor must be entered in the appropriate section of the requisition.
 7. Each credit card slip received from a vendor upon completion of a purchase **MUST HAVE THE NAME OF THE CREDIT CARD HOLDER PRINTED** on the front of the Receipt. If not imprinted by the vendor you must print your name on the receipt.
 8. Original credit card slips must be attached to the upper left hand corner of the confirming requisition. Please staple the receipt, do not use paper clips as the original credit card slips tend to fall off the requisition.
 9. A single confirming requisition must be used for each credit card purchase.

There will be zero tolerance for misuse!