



GENERAL ORDER

Procurement Card

Purpose and Scope

This order establishes departmental procedures for purchases made using the Sacramento County Procurement Card (P-Card) in accordance with the County of Sacramento P-Card Program Policy.

Affected Personnel

All Probation Staff

Authority

[General Services Procurement Card \(saccounty.gov\)](http://saccounty.gov)

Effective Date

January 6, 2025

I. Purchase Request

- A. P-Card purchase requests must be submitted through the Fiscal Help Desk.
 - 1. Training/conference registrations, Youth Detention Facility tablet-related purchases, and IT purchases made by DTECH do not need to be submitted to the Fiscal Help Desk, but still require all necessary approvals and documentation.
- B. Single purchase transactions must be under a total of \$2,500 (including tax and shipping).
- C. Requests must have a detailed justification of the purchase and what cost center (division) should be charged.
 - 1. If unsure, the requestor should verify with the Fiscal Services Unit (Fiscal) the correct cost center information.
- D. Requests must include total estimated costs (including tax and shipping), suggested vendor, suggested website (if online purchase), and the address where the merchandise will be delivered.
- E. All P-Card requests must have an email approval from one of the following prior to the request being submitted to Fiscal:
 - 1. Chief Probation Officer;

2. Assistant Chief Probation Officer;
3. Division Chief Deputy;
4. Assistant Chief Deputy;
5. Chief of Departmental Administrative Services;
6. Senior Administrative Analyst; or
7. Administrative Services Officer 3.

II. Guidelines for P-Card Holders

- A. P-Card holders are responsible for safeguarding the P-Card records and account number.
- B. P-Card holders must keep their P-Card in a secure location and prohibit the use of their card by any other individual.
- C. P-Card holders must never save their card information online.
- D. P-Card holders may purchase sponsorship, fundraiser, or donation events/tickets with written approval from the Department of Finance. All purchases must align with Sacramento County Code 2.61.450(c) for Minor Purchases of Goods and Services.
- E. P-Card holders shall determine the tax percentage by the location of where the goods are delivered.
- F. If the tax is incorrectly calculated by the vendor, P-Card holders must contact the vendor to adjust the amount correctly prior to processing the statement for payment.
- G. P-Card holders must review and reconcile monthly statements upon receipt, or as soon as possible, to confirm all purchases are true, accurate, and free of fraud:
 1. P-Card holders shall immediately notify Fiscal and U.S. Bank of any fraudulent purchase.
- H. P-Card holders must complete the tax accrual form and have their approving official, either their supervisor or another individual in a supervisory class as defined by County-Wide P-Card Policy, review and approve all purchases and documentation.
 1. P-Card holders must submit statements and all supporting documentation (receipts, etc.) to Fiscal by the fifth calendar day of the following month.
- I. P-Card holders and the approving officials must sign the statement and the tax accrual form.

- J. The P-Card Deputy Auditor Controller (DAC) within Fiscal shall review and audit the monthly P-Card packet prior to submitting it to the Department of Finance for payment.
- K. The DAC will review, approve, and sign all forms before forwarding them to the billing contact who will create a purchase order line in COMPASS based on the Master Statement/Invoice.
- L. The billing contact will submit the signed tax accrual forms and any related documentation to the Department of Finance by the tenth calendar day of each month.
- M. The Department of Finance will make a payment to U.S. Bank on behalf of the Sacramento County Probation Department.

Attachment

N/A

Amends/Replaces

Procurement Card Guidelines and Procedures (7/2/2019)

Authorized By



Julie Wherry, Interim Chief Probation Officer

Date

12/23/24