

 <b>Lake County Policy</b>	<b>3.7 Procurement Card (P-Card) Policy</b>
	<b>Approved by the County Board on: November 15, 2022</b>

**1. Purpose and Intent**

- 1.1 The purpose of this policy is to authorize a Lake County Procurement Card (P-Card) program. The intent of a P-Card program is to enhance purchasing flexibility by reducing the length of time required to make a purchase, pay a vendor, and arrange for travel and training without relying on personal credit cards, travel advances, and reimbursements.

**2. Scope**

- 2.1. This policy applies to all County employees in Departments or Offices supervised by the County Administrator and all potential and current Lake County P-Card holders.
- 2.2 If state or federal statute asserts that an independent entity of Lake County (elected official, independent commission, 19th Circuit Court, etc. and/or their staff) is not required to follow this policy and its supporting directives, the senior official of the independent entity shall notify the County Administrator in writing (copy to the Chief Financial Officer) clearly stating the rational and applicable references as well as providing locally generated policy and directives that will be used to maintain compliance. The County Administrator will inform the Finance and Administrative Committee of correspondence from an independent entity of Lake County.

**3. Authority**

- 3.1 The County Administrator is authorized to implement a County-wide P-Card program that meets the requirements of this policy and the Purchasing Ordinance.
- 3.2 The County Administrator, or their designee, is authorized to develop and issue P-Card guidance, directives, procedures, and reporting requirements for Lake County departments, offices, commissions, and employees that fall under this policy.
- 3.3 The Financial and Administrative Committee will be the final arbiter of any conflicts or concerns with the P-Card program from an independent entity of Lake County (elected official, independent commission, 19<sup>th</sup> Circuit Court, etc.).
- 3.4 All other authorities are in accordance with policy 3.1 *Finance Policy*.

**4. Policy**

- 4.1 Lake County Government shall establish and maintain a County-wide procurement card (P-Card) program under the oversight of the County Administrator.

4.2 Policy Specifics

- 4.2.1 A P-Card is not a personal credit card and shall remain the property of Lake County.

4.2.2 The County Administrator shall ensure a training program is established for all P-Card holders.

4.2.3 Improper use of a P-Card may require relinquishing the card and may result in disciplinary action as determined by the County Administrator, up to and including termination and criminal prosecution.

4.2.4 County Board Members shall not be issued a P-Card. All County Board Member purchases will be coordinated through the County Board Office.

4.2.5 Departments must notify the P-Card Administrator to deactivate a P-Card thirty days, or immediately upon notice if less than thirty days, when a cardholder leaves the department, whether transferred to another County Department or terminated.

4.2.6 Summaries of P-Card purchases made by the Executive Director of an independent commission will be provided to the Chair of Board overseeing the commission.

4.2.7 Review of this Policy: The County Administrator, through the Chief Financial Officer, shall:  
(1) Monitor and update the P-Card Policy as necessary,  
(2) Ensure this policy remains consistent with the Purchasing Ordinance and all other County, State, and Federal statutes and laws, and  
(3) Ensure the policy is reviewed and approved / validated by the County Board at least every five years.

**5. Severability**

5.1 If any section or provision of this document should be held invalid by operation of law, none of the remainder shall be affected.

**6. Non-Discrimination**

6.1 Lake County prohibits the discriminatory application, implementation, or enforcement of any provision of this policy on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, gender identity housing status, or any other protected category established by law, statute, or ordinance.

<b>Policy History</b>			
<b>Version</b>	<b>Date Adopted</b>	<b>Legistar Item #</b>	<b>Notes</b>
Original	November 15, 2022		--