



# **Purchase Card Policy Key Updates**

**Purchasing Division  
May 27, 2021**

# Purchase Card Policy

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**In September of 2020, the County's PCard program transitioned to JPMorgan.**

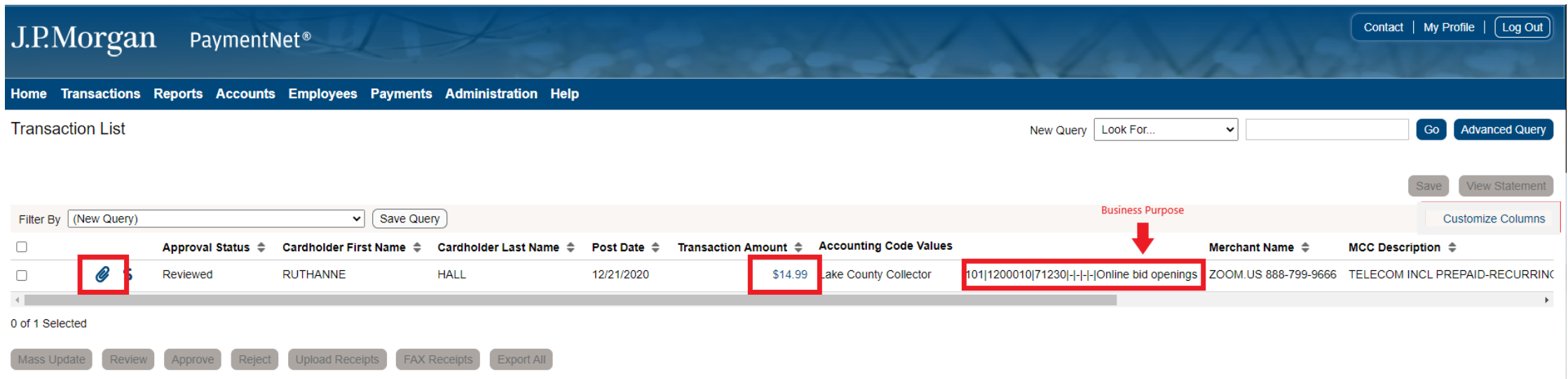
**The policy has been updated to reflect new practices implemented as a result of this transition.**



# Purchase Card Policy

JPMorgan's automated workflow is utilized for account code entry, attachment of supporting documentation, and transaction approvals.

The online software provides Countywide consistency, accountability, transparency, efficiency, and compliance.



J.P.Morgan PaymentNet®

Home Transactions Reports Accounts Employees Payments Administration Help

Transaction List

New Query Look For... Go Advanced Query

Filter By (New Query) Save Query

Save View Statement Customize Columns

	Approval Status	Cardholder First Name	Cardholder Last Name	Post Date	Transaction Amount	Accounting Code Values	Business Purpose	Merchant Name	MCC Description
<input type="checkbox"/>	Reviewed	RUTHANNE	HALL	12/21/2020	\$14.99	Lake County Collector	101 1200010 71230 - - Online bid openings	ZOOM.US 888-799-9666	TELECOM INCL PREPAID-RECURRING

0 of 1 Selected

Mass Update Review Approve Reject Upload Receipts FAX Receipts Export All

# Purchase Card Policy

Approval Status – Reviewed

Reviewed HALL, RUTHANNE ☒

Approval1 Kennedy, Krista

Update Approval Status ☐ Approve ☐ Reject

Approval2 HORNE, RYAN ☐

## Accounting Codes

Chart of Accounts Lake County Collector ▼

FUND\* 101 - General Fund ▼

MGMT CTR\* 1200010 - Budget and Finance ▼


ACCT\* 71230 - Software & Online Ser ▼

LOC None ▼

PRO CODE None ▼

ACT CODE None ▼

REP CAT None ▼

 BUSINESS PURPOSE\* Online bid openings

zoom

INVOICE

Zoom Video Communications Inc.  
55 Almaden Blvd, 6th Floor  
San Jose, CA 95113  
billing@zoom.us

Invoice Date: 12/20/2020  
Invoice #: INV58490754  
Payment Terms: Due Upon Receipt  
Due Date: 12/20/2020  
Account Number: 56070397  
Currency: USD  
Account Information: Lake County FAS  
18 N. County Street, 9th Floor  
Waukegan, Illinois 60085  
United States  
purchasing@lakecountyl.gov

Remittance Details should be sent to:  
Finance@zoom.us

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

CHARGE DETAILS				
Charge Description	Service Period	Subtotal	Tax	TOTAL
Charge Name: Standard Pro Monthly Quantity: 1 Unit Price: \$14.99	12/20/2020-01/19/2021	\$14.99	\$0.00	\$14.99

INVOICE TOTALS	
Subtotal:	\$14.99
Total (Including Tax):	\$14.99
Invoice Balance:	\$0.00

TAX DETAILS				
Charge Name	Tax Name	Jurisdiction	Charge Amount	Tax Amount
			Total Tax	\$0.00

TRANSACTIONS	
Invoice Total	\$14.99

# Purchase Card Policy

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## Key Highlights:

- Clarification on the use of p-cards for professional services
- Regular reporting to the County Board
- Monthly spend report to County Administrator with all Department Head, Elected Official and Independent Agency spend
- Use of departmental or unnamed cards
- Training requirements
- Direction for fraudulent charges
- Detailed responsibilities for cardholders, Department Heads, and approvers
- Related forms have been updated to reflect the new processes



**Questions?**