



# Lake County Illinois

## Legislation Details (With Text)

**File #:** 22-1662      **Version:** 1      **Name:** P-Card Policy  
**Type:** resolution      **Status:** Passed  
**File created:** 10/31/2022      **In control:** Financial & Administrative Committee  
**On agenda:**      **Final action:** 11/15/2022  
**Title:** Resolution setting forth the Procurement Card (P-Card) Policy.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. 3.8 Procurement Card Policy

Date	Ver.	Action By	Action	Result
11/15/2022	1	Lake County Board	adopted	Pass
11/3/2022	1	Financial & Administrative Committee	recommended for adoption to the regular agenda	Pass

Resolution setting forth the Procurement Card (P-Card) Policy.

- Lake County has had a procurement card program for several years, but there is a desire to formalize the program and establish the guidelines through this Procurement Card (P-Card) Policy.
- Procurement cards are a flexible purchasing method that reduces the length of time required to make a small dollar purchase, pay a vendor, and arrange for training and travel without having to rely on a personal credit card, travel advance, or reimbursement.
- There is a significantly more detailed Directive document that provides more specific requirements and guidelines for cardholders.

## RESOLUTION

**WHEREAS**, it is reasonable and prudent to review and update policies and procedures on a routine basis and update them as necessary; and

**WHEREAS**, a procurement card program has been in place for several years and it is prudent and necessary to establish a Procurement Card (P-Card) Policy to formalize the program and provide the guidelines and framework for the program; and

**WHEREAS**, the County Administrator and the Financial and Administrative Committee recommend the Procurement Card (P-Card) Policy set forth herein be utilized for prudent procurement and made part of the family of Finance Policies.

**NOW, THEREFORE, BE IT RESOLVED**, by this County Board of Lake County, Illinois, that the attached Procurement Card (P-Card) Policy is hereby adopted.

**DATED** at Waukegan, Illinois on November 15, 2022.