

COMMISSIONERS JOURNAL NO. 46 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD SEPTEMBER 30, 2004

THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY MET IN REGULAR SESSION ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:

Present: Kristopher W. Jordan, Deborah B. Martin, James D. Ward

PUBLIC COMMENT

RESOLUTION NO. 04-1188

IN THE MATTER OF APPROVING THE RESOLUTIONS AND RECORDS OF THE PROCEEDINGS FROM REGULAR MEETING HELD SEPTEMBER 27, 2004 AS CONTAINED IN THE COUNTY’S OFFICIAL ELECTRONIC RECORDINGS OF THE PROCEEDINGS:

It was moved by Mr. Ward, seconded by Mr. Jordan to approve the resolutions and records of the proceedings from regular meeting held September 27, 2004 as contained in the county’s official electronic recordings of the proceedings.

Vote on Motion Mr. Ward Aye Mrs. Martin Aye Mr. Jordan Aye

RESOLUTION NO. 04-1189

IN THE MATTER OF APPROVING PURCHASE ORDERS, VOUCHERS AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR 0929 AND MEMO TRANSFERS IN BATCH NUMBERS MTAPR 0928 & 0929 :

It was moved by Mr. Jordan, seconded by Mr. Ward to approve payment of warrants in batch numbers CMAPR 0929 , memo transfers in batch numbers MTAPR 0928 & 0929 and Purchase Orders and Vouchers as listed below:

Vouchers

Planned Communities	Return Unused Ins Fees/N. Orange 1-2C	65111904-5318	\$	5,142.50
Scott, Scriven and Wahoff	Legal Services	75110902-5301	\$	5,943.19
Scott, Scriven and Wahoff	Legal Services	75110902-5301	\$	4,304.25
Scott, Scriven and Wahoff	Legal Services	10011108-5301	\$	155.25
Buckeye Valley LSD	<u>Day Care</u>	22411606-5348	\$	5,606.50

Vote on Motion Mrs. Martin Aye Mr. Jordan Aye Mr. Ward Aye

RESOLUTION NO. 04-1190

IN THE MATTER OF APPROVING A LIQUOR LICENSE TRANSFER REQUEST FROM GENGHIS ENTERPRISES LLC DBA GENGHIS GRILL TO AVALOS ENTERPRISES INC. DBA CHIMICHANGAS MEXICAN GRILL AND FORWARDING TO THE OHIO DIVISION OF LIQUOR CONTROL WITH NO OBJECTIONS AND NO REQUEST FOR A HEARING:

It was moved by Mr. Ward, seconded by Mr. Jordan to approve the following resolution:

Whereas, the Ohio Division of Liquor Control has notified both the Delaware County Board of Commissioners and the Orange Township Trustees that Avalos Enterprises Inc. DBA Chimichangas Mexican Grill has requested a transfer of D1, D2, D3 and D6 permits from Genghis Enterprises LLC DBA Genghis Grill 29 Neverland Drive Orange TWP, Lewis Center, Ohio 43035 to Avalos Enterprises Inc. DBA Chimichangas Mexican Grill of the same address, and

Whereas, the Orange Township Trustees have stated they have no objection, the Delaware County Sheriff has responded--no known reason for a hearing to be requested and the Delaware County Commissioners have received no objections.

Therefore Be it Resolved, The Clerk of the Board shall complete the necessary forms and notify the Ohio Division of Liquor Control that no objections are made and no hearing is requested by this Board of County Commissioners.

Vote on Motion Mr. Jordan Aye Mr. Ward Aye Mrs. Martin Aye

RESOLUTION NO. 04-1191

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

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It was moved by Mr. Jordan, seconded by Mr. Ward to approve the following:

The Department of Jobs and Family Services is requesting that Sharon Lloyd attend a SCOTTI workforce Investment Act Statewide meeting at Columbus on October 4, 2004, at a cost of \$0.00.

Vote on Motion Mr. Ward Aye Mrs. Martin Aye Mr. Jordan Aye

RESOLUTION NO. 04-1192

IN THE MATTER OF APPROVING A CONTRACT BETWEEN THE DELAWARE COUNTY BOARD OF COMMISSIONERS AND CORPORATE EXPRESS FOR OFFICE SUPPLIES :

It was moved by Mr. Ward, seconded by Mr. Jordan to approve the following:

Delaware County Board of Commissioners

Contract

This Contract made by and between:

**Corporate Express
2228 Citygate Dr.
Columbus, Ohio 43219**

(the "Contractor") and the Delaware County Board of Commissioners (the "Owner").

In consideration of the mutual promises herein contained, the Delaware County Board of Commissioners and the Contractor agree as set forth below:

ARTICLE 1

- 1.1 The Contractor shall perform the entire work described in the Bid Documents, which is attached hereto as Exhibit "A" and reasonably inferable by the Contractor as necessary to produce the results intended by the Bid Documents for:

**ITB #04-10 Office Supplies
For Delaware County, Ohio**

ARTICLE 2

- 2.1 The Delaware County Board of Commissioners shall pay the Contractor for the performance of this Contract, subject to terms and conditions as provided in the Bid Documents, not to exceed an estimated annual value of Two Hundred Thousand dollars (\$200,000.00), based upon the unit pricing and discount percentage set forth in the Bid Form, submitted by the Contractor and opened on August 30, 2004.
- 2.2 The Contract Price shall be paid in current funds by the Owner upon payment requests issued by the Contractor as services are provided and approved by the Delaware County Board of Commissioners as provided in the Bid Documents.

ARTICLE 3

- 3.1 The original term of this contract shall be for two (2) years, beginning October 1, 2004, and ending September 30, 2006.
- 3.2 This contract may be renewed at the end of the original period or any renewal period for up to two (2) additional six (6) month periods, if agreed upon in writing by both parties.
- 3.2 The Delaware County Board of Commissioners may, at its sole option, terminate this Contract with the contractor upon thirty (30) days written notice of its intent to do so. Furthermore, it is understood and agreed that should the contractor fail to provide the quality of service(s) as specified in the bid instructions, such failure shall constitute a breach of this Contract. Upon a breach of the Contract, the Delaware County Board of Commissioners may, at its sole option, terminate this Contract with the contractor effective immediately upon written notice of its intent to do so.

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ARTICLE 4

- 4.1 This Contract shall embody the entire understanding of the parties and form the basis of the Contract between the Delaware County Board of Commissioners and the Contractor. The Bid Documents shall be considered to be incorporated by reference into this Contract as if fully rewritten herein, and made a part hereof.
- 4.2 The Contract and any modification, amendments or alterations thereto shall be governed, construed and enforced by and under the laws of the State of Ohio. Any legal action arising pursuant to this Contract shall be brought in a court of competent jurisdiction in the State of Ohio.
- 4.3 If any term or provision of the Contract, or the application thereof to any person or circumstance, is finally determined, to be invalid or unenforceable by a court of competent jurisdiction, the remainder of the Contract or the application of such term or provision to other persons or circumstances, shall not be affected thereby, and each term and provision of the Contract shall be valid and enforced to the fullest extent permitted by law.
- 4.4 The Contract shall be binding on the Contractor and the Delaware County Board of Commissioners, their successors and assigns, in respect to all covenants and obligations contained in the Contract, but the Contract may not be assigned by the Contractor without the prior written consent of the Delaware County Board of Commissioners.

ARTICLE 5

- 5.1 It is expressly understood by the Contractor that none of the rights, duties and obligations described in the Contract shall be valid and enforceable unless the Delaware County Auditor first certifies funds are available.
- 5.2 The Contract shall become binding and effective upon the completion of 5.1 and execution by the Delaware County Board of Commissioners.

ARTICLE 6

- 6.1 This Contract has been executed in several counterparts, each of which shall constitute a complete original Contract, which may be introduced in evidence or used for any other purpose without production of any other counterparts.

Vote on Motion Mrs. Martin Aye Mr. Jordan Aye Mr. Ward Aye

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RESOLUTION NO. 04-1193

IN THE MATTER OF APPROVING A PROCUREMENT CARD POLICY; AUTHORIZING REQUEST FOR PROPOSALS, AND SETTING BID OPENING DATE AND TIME .

It was moved by Mr. Ward, seconded by Mr. Jordan to approve the following:

POLICY:

Delaware County Procurement Card Program

Background

Procurement cards are designed to make small-dollar purchases in a manner that reduces paperwork and processing time. This program is an alternative to the traditional purchasing process and can significantly reduce the number of purchase orders and payments processed. The program can also help minimize or eliminate the need for the use of personal funds reimbursed by expense report.

Benefits include an expanded list of merchants from whom purchases can be made, accelerated payment to the vendor, expedited delivery of goods, reduced paperwork, lower overall transaction processing costs per purchase, and the ability to set and control purchasing dollar limits.

Authority

Ohio Revised Code (ORC) Section 301.29 permits counties to use procurement cards. The Board of County Commissioners, with the advice of the County Auditor, shall formulate the policy for the use of the cards. The

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policy, which will be adopted by the Board through resolution, shall set limits for, among other things, spending, card activity and allowable expenditures. It shall also establish administrative controls that the Board determines, after consulting with the County Auditor, will be sufficient for use of a procurement card. The County Auditor shall develop internal accounting controls in consultation with the Auditor of State.

General Information

The procurement card program is not intended to and, pursuant to ORC 301.29(E)(3), shall not be used to avoid or bypass the competitive bid requirements of ORC 307.86. Further the procurement card program is not intended to avoid or bypass the appropriation of funds process, approval process (including Data Board approval, as applicable), or payment process. Rather, the program compliments the established and existing processes. Expenditures may not exceed appropriations under any circumstances.

Items and/or services purchased through the procurement card program are only for the official use of Delaware County. The card can be used for in-store purchases as well as mail, e-mail, Internet, telephone and fax orders. It is not and under no circumstances is to be used as an ATM (automated teller machine) card, a debit card, or for cash advances. The card is not to be used for personal or non-work-related purchases.

A "cardholder" is a full-time county employee who has been approved by an appointing authority to pay for certain work-related expenses with a procurement card. The cardholder is responsible for the security and physical custody of the card, and is accountable for all transactions made with the card. The cardholder must comply with the program's record-keeping requirements (including retention of original receipts) for the protection of both the cardholder and the County. The cardholder is also responsible for timely reconciliation of the billing statement. Cardholders, as well as other County employees, have a responsibility to report instances of fraudulent use of a card and/or where the County's established procurement card policies and procedures are not being followed.

The card program carries corporate (County), not individual liability; however, **individual liability is imposed for inappropriate use**. Pursuant to the procedure established in ORC 301.29(G)(4), if the County Auditor determines that the cardholder has used the procurement card beyond the appropriated or authorized amount or for an inappropriate or unlawful purpose, the County Auditor shall immediately notify the Board of County Commissioners. When the Board determines that the County Treasury should be reimbursed for procurement card expenditures beyond the appropriated or authorized amount as provided in this policy or ORC 301.29, it shall give written notice to the County Auditor, the appointing authority who authorized the card, and the cardholder. If within thirty (30) days after issuance of this written notice, the County Treasury is not reimbursed for the full amount shown on the written notice, the Prosecuting Attorney shall recover that amount from the cardholder by civil action in any court of appropriate jurisdiction.

The cardholder's personal credit history is not impacted in any way by participating in the program, and credit checks are not done on individual cardholders. Billings for authorized purchases made within the limits of appropriated amounts will be paid using County funds.

Policies and Procedures

1. Selection of the procurement card issuer

The procurement card provider will be selected consistent with the procedure outlined in ORC 301.29(C)(3) and the County's competitive bid process. As part of the evaluation process, the contractor's ability to support the County will be assessed in the following areas:

- Maximum practical use of the procurement card to make low-dollar value, high-volume purchases of goods and services as well as to pay for travel-related expenses
- Maximum return to the County in the form of a rebate/revenue-sharing/travel awards program
- Minimal cost (such as no annual fees, no interest charged on current balances and minimal fixed fees, transaction fees and late payment charges)
- A comprehensive loss/disaster recovery plan
- Internet-based/online program administration including workflow processes for card application, approval, suspension and cancellation; maintenance of cardholder profiles; control of approved merchant commodity codes; transaction reporting; account review and reconciliation
- Standard and custom reporting capabilities
- Support for the County's 1099 reporting requirements
- Ability to directly upload transactional data into the County's accounting system
- Ability for the County to pay the card issuer electronically
- Outstanding customer service through a toll-free, 24 hour, 365 day-a-year telephone number
- Recognizable card including County's name, logo and phrase "For Official Use Only – Tax Exempt" printed on the face, and a toll-free customer service telephone number printed on the back

The Board of County Commissioners shall determine upon the advice of the County Auditor and the County

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Treasurer whether to contract with any one or more issuers that submit a timely proposal that meets the needs of the County. No contract should be entered by the Board until the Board through resolution adopts these or other guidelines, either of which shall be consistent with ORC 301.29(C)(1) and (2) and shall set the intent for and policy for use of the procurement cards. After such guidelines have been adopted and an issuer has been selected, a written contract will be signed between the Board and the successful bidder. The agreement will include fee schedules, processing procedures, and rights and responsibilities of both parties.

2. Agencies' policies

Pursuant to ORC 301.29(F)(2), an elected official, the top official of an agency, or the Board of a County Agency may apply to the Board of County Commissioners for authorization to have an employee under their authority use a procurement card held by that appointing authority or Board of a County Agency to pay for specific classes of work-related expenses or to use a specific procurement card for any work-related expenses, without submitting a monthly estimate of the officer's or employees work-related expenses. A participating agency, however, must first adopt a formal policy concerning use of the procurement card that is specific to the agency's needs. Copies of such policies shall be provided to the Board of County Commissioners and the County Auditor.

3. Designation of the program contact and agency coordinators

The Board of County Commissioners has assigned the County Auditor's office as the primary point of contact for the procurement card program. The County Auditor's office will be responsible for the certification of funds, the ordering and distributing of cards, and for program compliance. Specific duties of the County Auditor's Office include but are not limited to troubleshooting problems encountered with card use or vendor authorization, following up on lost or stolen cards, and training of agency coordinators.

In addition, each County office or agency that participates in the procurement card program will name a program coordinator for their respective office or agency ("Coordinator"). The Coordinator will be responsible for processing cardholder applications, suspensions, and cancellations; resolving disputes with merchants; reviewing and reconciling card activity; and maintaining cardholder profiles for the agency's card(s).

A representative of the Board of County Commissioners, the County Auditor or his/her designee, and each Coordinator will meet on a regular basis to review and assess the procurement card program.

4. Establishment of card limits

Individual procurement cards are subject to the following maximum limits:

1.	Daily spending per card:	\$5,000
2.	Monthly spending per card:	\$10,000
3.	Single transaction limit:	\$5,000
4.	Daily number of transactions per card:	10
5.	Monthly number of transactions per card:	50

Purchases may not be split to bypass the single transaction limit.

Through the cardholder application process, agencies will define limits for specific cardholders, not to exceed the limits established above.

5. Designation of allowed/prohibited transactions

The card may be appropriately used to purchase the following:

- Subscriptions, books, video tapes
- Office supplies
- Computer supplies, software
- Building maintenance materials and supplies
- Authorized travel expenses
- Fuel purchases approved as part of travel expenses

The card may not be used to pay for the following:

- Capital equipment
- Entertainment/Recreation
- Adult publications/entertainment
- Alcoholic beverages
- Services that are 1099 eligible
- Long-distance telephone charges
- Any merchant, product, or service normally considered inappropriate by County standards

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- Gratuity (tips)

ATM, cash advances, and all other cash-related transactions are strictly prohibited.

No late charges or finance charges shall be permitted as allowable expenses.

Through the cardholder application process, agencies will define allowed merchant commodity codes for specific cardholders within the parameters established above.

Any use of a procurement card outside of or inconsistent with the above defined appropriate uses will be considered an unauthorized use of the card unless the procedures outlined in ORC 301.29 are followed (ie: nature and estimate of amount of purchase are submitted and pre-approved by the Board of County Commissioners).

6. Sales and use tax

Purchases made with the County procurement card are tax-exempt. The name of the County agency and the words "tax-exempt" will be on each card.

If tax is charged inappropriately, the agency should present a tax exemption certificate to the vendor, and receive a credit for the unnecessary tax.

7. Application for procurement card and subsequent profile changes

The Coordinator will prepare the application, obtain written approval of the proposed cardholder as well as the elected official, the agency's top executive, or Board of the County Agency, and forward it to the Board of County Commissioners for their approval. Consistent with sections 4 and 5 above, the application will specify monetary and transaction limits, as well as approved merchant commodity codes for the individual cardholder.

After the application is approved, the Auditor's office will submit the application to the card issuer who will assign a card number. The card will be issued in the designated individual's name, with the appointing authority's or Board of a County Agency's name clearly indicated as the buyer on the card.

Once a card has been issued, an agency may later wish to modify the card's limits such as adding approved merchant commodity codes or raising the daily dollar limit. Any changes or updates to a cardholder's name, spending limits, or merchant commodity codes should be initiated by the Coordinator, approved by the elected official, the top executive of the agency, or Board of a County Agency and submitted to the Board of County Commissioners for their approval.

8. Cardholder acknowledgment and responsibilities

The cardholder is responsible for the physical custody of the card, and for maintaining confidentiality of all information relating to the card such as the account number and expiration date. The card is not to be loaned to anyone or used by anyone except the officer or employee to whom it was issued.

A cardholder is responsible for any and all improper, fraudulent, or inappropriate use of the card. Use of a county procurement card for any use other than an authorized or permitted use allowed under ORC 309.29(B) is a violation of law for purposes of ORC 2913.21.

No late charges or finance charges shall be permitted as allowable expenses.

Individual liability is imposed for inappropriate use. Pursuant to the procedure established in ORC 301.29(G)(4), if the County Auditor determines that the cardholder has used the procurement card beyond the appropriated or authorized amount or for an inappropriate or unlawful purpose, the County Auditor shall immediately notify the Board of County Commissioners. When the Board determines that the County Treasury should be reimbursed for procurement card expenditures beyond the appropriated or authorized amount as provided in ORC 301.29 or this policy, it shall give written notice to the County Auditor, the appointing authority who authorized the card, and the cardholder. If within thirty (30) days after issuance of this written notice, the County Treasury is not reimbursed for the full amount shown on the written notice, the Prosecuting Attorney shall recover that amount from the cardholder by civil action in any court of appropriate jurisdiction.

After the card is issued, the cardholder and the agency coordinator will meet with the Auditor's office to acknowledge receipt of the card and to assure that the cardholder understands the intent of the program and agrees to adhere to the policy and guidelines established by the Commissioners as well as those established by the cardholder's appointing authority. The cardholder will be required to sign a written acknowledgment of receipt of the card and understanding of the applicable policies. The Auditor's office will retain the signed acknowledgment and will forward a copy to the appointing authority or Board of a County Agency.

9. Making purchases; record-keeping

a. Purchase orders

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An encumbrance must be established for each card through a purchase order. The purchase order amount should be set based on the monetary and transaction limits established for the card and projected spending. This helps ensure that expenditures do not exceed available appropriations.

b. Original receipts

When making a purchase, the cardholder shall obtain and retain the original receipt. Every effort should be made to ensure that the receipt contains the vendor's name, date of purchase, itemized description of purchase, per unit price and extended price. The cardholder will match and attach receipts to billing statements as part of the account reconciliation. **A cardholder will be held personally liable for missing receipts and may be required to reimburse the county for those billed purchases for which a receipt is not or cannot be produced.**

c. Internet, telephone and fax purchases

Procurement cards may be used to purchase goods over the Internet, telephone, or fax. These purchases must be evidenced by written order confirmation along with either the original packing slip that accompanied the purchased goods or an itemized receipt.

When using the Internet, the cardholder must make sure the web site where the card information is being placed is secure, and that all account numbers are encrypted while being passed electronically. A cardholder can determine if the web site address is secure in two ways:

- (1) An Internet web site is secure when the address changes from <http://www> to <https://www>. The "s" stands for secure.
- (2) symbol resembling a "lock" will appear at the bottom of the browser. The "lock" symbol signifies that the web site is secure and that all card numbers will be encrypted when passed.

Cardholders will be held responsible for all orders placed, even those with vendors that turn out not to be legitimate businesses.

The cardholder should inform the vendor that the purchase will be paid through the County procurement card, and that the purchase is tax exempt. The cardholder should also ensure the vendor will comply with the requirements of items c (above), and e and f (below).

d. Declined attempts

The procurement card will be declined if one of the embedded limits is exceeded, if the merchant commodity code is blocked, if the card issuer has a security concern because of a spending pattern, or, sometimes if the "bill to" address does not match the "ship to" address. The Coordinator should be notified if a purchase is denied.

e. Agent, acceptance or service fees

Some companies charge an agent, acceptance or service fee in order to process a credit card charge. If the fee is disclosed upfront, the allowable dollar limit on the fee is five percent of the total bill, not to exceed \$25.00. If the fee is **not** disclosed upfront, the fee needs to be disputed immediately, regardless of the fee amount. If the purchase is being made on state term or countywide contract, the vendor is prohibited from charging additional fees for use of a procurement card. The Coordinator and/or Auditor's office should be notified immediately of this breach of contract.

f. Vendor invoices

The card issuer will pay the vendor and the County will pay the card issuer. Vendors should not invoice the cardholder for purchases made with the procurement card. However, the cardholder must always receive an itemized receipt or order confirmation.

g. Purchasing log

Each cardholder will maintain a purchasing log. The log records the transaction date, vendor name, the merchandise purchased, dollar value of sale, how the order was placed (via Internet, phone, fax, mail or in person) and state term, countywide or individual contract number (if applicable). A separate line is required for each purchase. The receipt for each purchase must be stapled to the log to expedite reconciliation with the billing statement. The log must be reviewed and signed by a supervisor or someone designated by the appointing authority. Cardholders cannot review and authorize their own purchasing logs.

h. Monitoring card activity

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Certain County employees, such as the County Administrator, the County Auditor's staff, and the Coordinator will have access to view and monitor card activity. This review can occur at any time.

10. Account reconciliation and payment of procurement card billing

Each cardholder or Coordinator will receive a statement identifying all transactions made during the billing cycle. The cardholder will reconcile the statement's accuracy against the purchasing log and receipts. Payment cannot be made until the cardholder confirms receipt of the goods or services. A quote or backorder notice is not substantive evidence of the occurrence of the transaction.

The appointing authority or their designee is responsible for reviewing the log for the appropriateness of purchases made with the card and for approving each statement for each cardholder under their supervision. The approval must be evidenced by the approver's signature. Once approved for payment, the agency must submit the original statement, purchasing log and supporting receipts to the County Auditor's office. The County Auditor will issue payment, either by warrant or electronically.

Timely completion of the reconciliation is imperative to avoid interest charges. The reconciliation process must be completed within five business days of receiving the cardholder statement. If this time frame cannot be met for any reason, the Coordinator must notify the County Auditor's office.

There may be occasions when an item on the billing statement does not match the purchasing log entry and/or retained receipt. For instance, the amount may be incorrect. Under such circumstances the inaccuracy must be investigated to attempt reconciliation.

11. Returns, credits and dispute resolution

Sometimes, there is a problem with a purchased item or service. Examples include, but are not limited to, broken merchandise, the billed amount does not match the quote, the billed amount includes sales tax, the statement contains a charge not recognized by the cardholder, or the statement contains duplicate charges from a vendor. In these instances, the cardholder should try to resolve the dispute with the supplier or merchant. If the purchased item needs to be returned to the supplier for any reason, a credit should be given to the procurement card account. The Coordinator should be notified so they can verify that the credit appears on a subsequent statement. The cardholder cannot accept cash or a rain check instead of a vendor credit.

If the dispute cannot be resolved, the cardholder should contact the Auditor's office who will work with the card issuer to resolve the dispute.

12. Late fees or finance charges

No late fees or finance charges shall be paid unless authorized by the Board of County Commissioners.

13. Lost or stolen cards

If the card is lost or stolen, the cardholder must notify the card issuer immediately. Upon receipt of the phone call, further use of the card will be blocked. Prompt action will reduce the liability for fraudulent charges. The cardholder must confirm the phone call by written notification to the card issuer via mail or fax, with copies to the Coordinator and the County Auditor's office. The date and time of the phone report of the lost or stolen card should be included in the written notification. The Auditor's office will initiate issuance of a replacement card.

14. Suspension or cancellation of card

When and if necessary, the Coordinator will initiate suspension or cancellation of the card, and will notify the Board of County Commissioners and the County Auditor that such action has been taken. Cardholders who terminate their employment or whose job duties change and no longer include purchasing must surrender the card immediately. The Coordinator will cut canceled cards in half. Cardholders on extended leave or reassignment may have their card suspended. Intentional use of the card for personal purchases or for purchases made in violation of County policy will result in immediate card cancellation.

15. Penalties for improper use of card

The card is to be used only by the cardholder to pay for authorized, work-related expenses. The cardholder is not allowed to lend the card to someone else. The card may not be used to pay for personal transactions. Improper use of the card can be considered misappropriation of County funds. This may result in disciplinary action up to and including termination of employment. Improper use can result in revoking the card. In addition, the cardholder is personally liable for payment of improper purchases, and subject to criminal prosecution.

16. Training

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All cardholders and agency coordinators must attend training on the policies and procedures associated with the County's procurement card program. They must be informed on all sources of information relevant to the program.

REQUEST FOR PROPOSALS:

Governmental Procurement Cards

DELAWARE COUNTY, OHIO

BOARD OF COMMISSIONERS

The complete Request for Proposals is posted on the internet and may be viewed on Delaware County's web page at <http://www.co.delaware.oh.us> under the heading Current Bids or may be obtained from Delaware County Commissioners Office, 101 N. Sandusky St. or the Delaware County Facilities Management Office, 1405 US 23 North, Delaware, Ohio during normal business hours

The Delaware County Commissioners and Delaware County Auditor wish to receive proposals from issuers of procurement cards to provide services and supply procurement cards pursuant to the Ohio Revised Code Section 301.29.

Any proposals submitted to Delaware County, Ohio are to be prepared at the submitter's expense. Delaware County reserves the right to reject any and all proposals in whole or in part. Acceptance of a proposal shall not constitute an agreement between the submitter and Delaware County. Delaware County shall have no liability whatsoever to any submitter whose proposal is not accepted.

Proposals will be received at the Delaware County Commissioners' Office, Attention: Mr. Jon Melvin, Facilities Supervisor, 101 North Sandusky Street, Delaware, Ohio 43015 until **4:00 p.m. on Wednesday, October 20, 2004**. One (1) original and five (5) copies of all submittals are to be included. Submittals pursuant to this invitation will not be received after the hour and date stated above.

Vote on Motion Mrs. Martin Aye Mr. Jordan Aye Mr. Ward Aye

RESOLUTION NO. 04-1194

IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR CONSIDERATION OF APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION OR COMPENSATION OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL:

It was moved by Mr. Jordan, seconded by Mr. Ward to adjourn into Executive Session at 9:40 AM.

Vote on Motion Mr. Jordan Aye Mr. Ward Aye Mrs. Martin Aye

RESOLUTION NO. 04-1195

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Ward, seconded by Mr. Jordan to adjourn out of Executive Session at 9:50 AM.

Vote on Motion Mr. Ward Aye Mrs. Martin Aye Mr. Jordan Aye

There being no further business the meeting adjourned.

Kristopher W. Jordan

Deborah B. Martin

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James D. Ward

Letha George, Clerk to the Commissioners