

RESOLUTION OF THE BOARD OF SUPERVISORS
COUNTY OF SANTA BARBARA
STATE OF CALIFORNIA

IN THE MATTER OF AUTHORIZING)
COUNTY DEPARTMENTAL CREDIT)
CARDS FOR MICRO PURCHASES OF) RESOLUTION NO _____
EQUIPMENT, MATERIALS, SUPPLIES,)
BUSINESS TRAVEL, TRAINING)
EXPENDITURES AND SERVICES)

1 WHEREAS, the Board of Supervisors adopted the Resolution titled “In the Matter of
2 Authorizing Certain Expenditures not Exceeding \$3,500, which is the Current Federal Micro-
3 Purchase Threshold,” authorizing expenditures for purchase of equipment, materials, supplies,
4 and services when the total cost does not exceed \$3,500; and

5 WHEREAS, County departmental credit cards may be used as a purchasing mechanism
6 for these micro-purchases in order to provide for efficient procurement and payment processing
7 by Department Heads or their authorized representatives; and

8 WHEREAS, the County sponsors an individual credit card program to provide credit
9 lines for business travel and business expense reimbursements for the frequent traveler, elected
10 officials, department heads, and management personnel; and

11 WHEREAS, infrequent travelers (less than two times per year) may also need to use a
12 departmental credit card for travel and travel arrangements; and

13 WHEREAS, the accounting for purchases and use of cards by infrequent travelers will be
14 accounted for at the department level, in order to provide documentation and bring efficiency to
15 the payment process; and

16 WHEREAS, it is the responsibility of the Auditor-Controller to exercise general
17 supervision over accounting practices and claim payment processing; and

18 WHEREAS, it is necessary to execute contracts with credit card service providers,
19 provide for a central administrator and from time to time adjust the contract credit line or
20 establish individual credit card limits.

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23 NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED AS FOLLOWS:

24 That the Board of Supervisors delegates to Department Heads the authority and
25 responsibility for the use of County departmental credit cards in accordance with policies and
26 procedures set forth and from time to time amended by the County Purchasing Agent relative to
27 procurement and by the County Auditor-Controller relative to travel, training and other
28 reimbursable expenses, payment processing and credit card administration, and

29 That purchases or business expenditures may be made using departmental credit cards by
30 authorized personnel within each department, and

31 That authorized purchasers utilizing departmental credit cards shall be permitted to
32 purchase equipment, materials, supplies, and services when the transaction cost does not exceed
33 \$3,500, which is the current federal micro-purchase threshold, and

34 That the County sponsors an individual credit card program to provide credit lines for the
35 frequent traveler, although the County encourages the use of personal credit lines with prompt
36 reimbursement by the County, and

37 That use of departmental credit cards be permitted to pay for business travel expenses
38 incurred by the infrequent traveler; and

39 That departmental credit card may also be used for centralized travel/training
40 arrangements made by the department at the discretion of the Department Head, and

41 That no County credit cards, whether departmental cards or individual cards, shall be
42 used for personal expenses unless incidental to County business;

43 That Department Heads shall develop the necessary internal policies and procedures in
44 compliance with those of the Purchasing Agent, Auditor-Controller and County Administrative
45 policies to ensure the proper handling and utilization of County credit cards by County
46 employees.

47 The County Auditor-Controller is authorized to execute contracts with credit card service
48 providers, is designated as the central credit card administrator, and from time to time is
49 authorized to adjust the contact credit line or establish individual credit card limits.

50 This resolution supersedes Resolution No. 02-185.

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PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara,
State of California this _____ by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

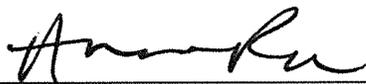
PETER ADAM, CHAIR
BOARD OF SUPERVISORS

ATTEST:
MONA MIYASATO
CLERK OF THE BOARD

By: _____
Deputy Clerk

APPROVED AS TO FORM:
MICHAEL C. GHIZZONI
COUNTY COUNSEL

APPROVED AS TO FORM:
ROBERT W. GEIS
AUDITOR-CONTROLLER

By:  _____
Deputy County Counsel

By:  _____