

1 TORRANCE COUNTY
2 BOARD OF COUNTY COMMISSIONERS
3 RESOLUTION NO. R 2020- 4
4

5 A RESOLUTION ESTABLISHING THE TORRANCE COUNTY FLEET CARD AND
6 PROCUREMENT CARD POLICY
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8 WHEREAS, Torrance County regularly purchases goods, services, and vehicle fuel in
9 order to support the County's mission of promoting the safety and welfare of the citizens of
10 Torrance County; and

11 WHEREAS, the Torrance County Board of Commissioners wishes to establish a clear,
12 effective, efficient policy for the use of fleet cards and procurement cards; and

13 WHEREAS, the County must abide by the State of New Mexico Procurement Code.

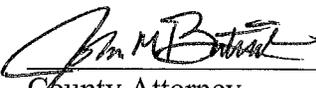
14 NOW, THEREFORE BE IT RESOLVED the attached document entitled Torrance
15 County Fleet Card and Procurement Card Policy is hereby adopted; and

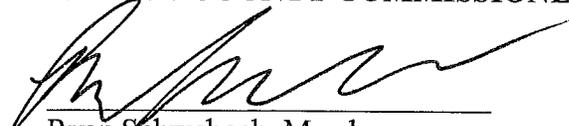
16 BE IT FURTHER RESOLVED Any previous Fleet Card &
17 Procurement Card Policy is hereby repealed.

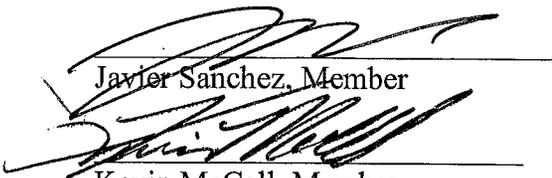
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19 DONE THIS 8thth DAY OF January, 2020.

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22 APPROVED AS TO FORM ONLY:

BOARD OF COUNTY COMMISSIONERS

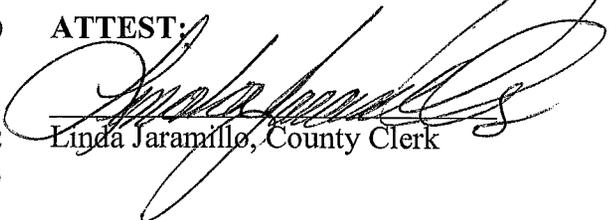
23  1/8/20
24 County Attorney Date

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Ryan Schwebach, Member

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Javier Sanchez, Member

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29 Kevin McCall, Member

30 ATTEST:

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32 Linda Jaramillo, County Clerk
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TORRANCE COUNTY

Fleet Card & Procurement Card Policy

Resolution 2020 -

SECTION I: GENERAL PROVISIONS

1.1 Purpose

The purpose of this Policy is to establish regulations when using a fleet card or a procurement card that is owned by Torrance County and to ensure that no inappropriate (misuse) use of government funds occurs with such fleet cards or procurement cards.

1.2 Scope

This Policy is to set rules and regulations for the use of fleet cards and procurement cards in accordance to the Torrance County Purchasing Policy and NM State Statutes. This Policy applies to all Torrance County Staff, Elected Officials, and Volunteers. This Policy supersedes all previously issued County fleet card and procurement card policies.

1.3 Employee Knowledge and Information of Policy

The County Manager or designee shall provide a copy of this Policy to current employees and to all new employees with instructions to read and know all the provisions of these rules. Employees, Elected officials, and volunteers shall sign a form acknowledging both receipt and understanding of the provisions of this Policy.

SECTION II: DEFINITIONS

2.1 Fleet Card Administrator

The individuals who have administrative rights, ability to make changes, add new cards,

and maintain access over the Fleet Cards: County Manager, Deputy County Manager, Finance Director, Chief Procurement Officer, and Operations Manager.

2.1 Procurement Card Administrator

The individuals who have administrative rights over the Procurement Cards: County Manager, Deputy County Manager, Finance Director, and the Chief Procurement Officer.

2.2 Fleet Card

Card assigned to a vehicle that is used for fuel purchases carwashes and other vehicle related purchases such as emergency related repairs as approved by a Fleet Card Administrator.

2.3 Procurement Card (P-Card)

Card that is used for other purchases outside the aspect of a Fleet Card in accordance with the Torrance County Purchasing Policy - Resolution 2019-38 and NM State Statutes.

2.4 Unauthorized Purchases

Any purchase that does not comply with the Torrance County Purchasing Policy - Resolution 2019-38 or NM State Statutes.

SECTION III: PROCEDURES

3.1 Access

Fleet Card access shall be granted only to County Staff, Elected Officials, and Volunteers who acknowledge and adhere to the Torrance Fleet Card & Procurement Card Policy and the Torrance County Purchasing Policy - Resolution 2019-38.

3.2 Fleet Card Assignment

Fleet Cards shall be assigned to a specific vehicle and shall be used only for its specified vehicle and for purposes as defined in Section 2.2 of this Policy.

A. Use of Fleet card on an Unassigned Vehicle

In the event that a situation arises where a Fleet Card is not working and a vehicle is in need of fuel, a different fleet card may be used to fuel a vehicle to which the fleet card is not assigned. The use of a different card may be approved by any one of the Fleet Card Administrators. This approval is for a one time use only or as otherwise directed by the Card Administrator.

B. Emergency Situations (Fleet Cards)

In the event of an emergency situation and a Fleet Card is not working and there is no other card that can be used, a reimbursement may be authorized for the fuel purchase by a Fleet Card Administrator. All reimbursements must be accompanied with an original receipt of the purchase. Without proper authorization, any reimbursements shall not be guaranteed.

C. Damaged Card

In the event a fleet card is damaged and does not work properly, a Card Administrator shall be contacted by the next business day to initiate a replacement card order.

3.3 Authorization for Use

Any authorization for use of a fleet card shall be requested by the Department Head or designee. This request shall be written or emailed to a Fleet Card Administrator for the employee to be added to the list. When an employee is no longer employed by or an Elected Official no longer holds an elected office in the County, the HR Director shall email a Card Administrator to have that person removed from the list of authorized fleet card users. In the event a current employee or Elected Official no longer needs access to use a Fleet Card, the employee's Department Head or designee or Elected Official shall send a request to a Card Administrator to have the employee removed from the list of authorized Fleet Card Users.

3.4 Fleet Card Use

Fleet Cards are for Official County Use Only.

A. Receipts

Receipts are required for all purchases with a Fleet Card. Digital copies (e.g. pictures and scanned copies of original receipt).

B. No Receipt

In the event a receipt cannot be obtained due to mechanical error or IT error by the vendor, a digital picture of the fuel pump showing total dollar amount and gallons shall be acceptable if provided with the vendor's name and address and a written justification explaining why a receipt could not be obtained. A notarized affidavit that includes this information shall be submitted for all fleet card transaction that do not have a receipt.

C. Failure to Comply

Failing to comply with this Policy may result in a loss of access to use fleet cards for Torrance County's Vehicle Fleet. The County Manager or designee has the authority to remove an employee or Elected Official's access to use Fleet Cards or to reprimand the employee for such failure. Repeated failures to comply with this Policy may result in disciplinary action up to and including termination. Unauthorized purchases on the Fleet Card shall result in the employee being personally liable for the charges

D. Payments

Once invoices are received, Departments shall issue account payable reports in accordance with the Torrance County Purchasing Policy - Resolution 2019-38.

3.5 Procurement Cards

Procurement cards shall be issued only after written authorization is provided by the County Manager or designee and Chief Procurement Officer or designee.

A. Making a Purchase

All purchases made with a Procurement Card shall be in accordance with the Torrance County Purchasing Policy - Resolution 2019-38 and NM State Statutes. All purchases made with a procurement card shall be accompanied with a receipt, no exceptions.

B. Failure to Comply

Failing to comply with this Policy in regards to the use of a procurement card shall result in the employee being personally liable for the charges on the Procurement Card.

Unauthorized purchases on the Procurement Card shall result in the employee being personally liable for the charges. The County Manager or designee has the discretion and authority to have employees repay the County for any unauthorized purchases on the Procurement Card. The County Manager or designee may permanently disallow an employee or Elected Official access to the use of a Procurement Card for improper use of the Procurement Card. Repeated failure to comply with this Policy may result in disciplinary action up to and including termination.

3.6 Lost/Stolen Card

In the event that a fleet card or procurement card is lost or stolen, the person authorized to use this card shall immediately contact a Card Administrator upon the discovery of a card being lost or stolen. The Card Administrator shall then turn off the card for all purchases immediately.

3.7 Audit

From time to time, the County Manager or designee may initiate an internal audit for Fleet and/or Procurement Cards.