

**RESOLUTION NO. 99 - 77**

**A RESOLUTION AMENDING THE PURCHASING POLICY, SECTION 300, ST. JOHNS COUNTY ADMINISTRATIVE CODE CHANGING CERTAIN POLICIES, PROCEDURES AND SEALED BID LIMITATIONS AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, St. Johns County adopted an Administrative Code in 1994 to set forth policies and procedures to govern County business; and

**WHEREAS**, the Purchasing Department of St. Johns County is charged with soliciting and procuring goods and services for the various departments and functions of St. Johns County in an efficient and effective manner; and

**WHEREAS**, Section 300 of the Administrative Code pertains specifically to purchases of goods and services; and

**WHEREAS**, due to circumstances and changes in the economic and business climate the effectiveness and efficiency of the Purchasing Department has suffered; and

**WHEREAS**, because of this situation it has become necessary to make certain revisions to the Purchasing Policies and Procedures included in said section 300 of the Administrative Code.

**NOW THEREFORE, BE IT RESOLVED** that the Purchasing Policy is hereby amended to include the changes to Section 300 of the St. Johns County Administrative Code included herein as described in attached exhibit "A", to become effective June 1, 1999.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, State of Florida, this 11<sup>th</sup> day of May 1999.

**BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA**

By: Marc Jacalone  
Marc Jacalone, Chairman

**ATTEST:** Cheryl Strickland, Clerk

By: Patricia DeGrande  
Deputy Clerk

301.3 ADMINISTRATIVE POLICIES:

301.3.1 All requests for prices, and all purchases must be made by the Purchasing Department except as listed below.

*The Purchasing Manager has the authority to delegate commitment approval to members of the Purchasing Staff. The staff member possessing delegated commitment approval may approve and sign Purchase Orders provided that their authority cannot equal or exceed the commitment approval levels of the Purchasing Manager. The delegated authority will be by memo signed by the Purchasing Manager. The time frame will normally be for a maximum of one year and will state the approval limits by category, for example, Commodities, Services, Construction Contracts, Maintenance Contracts or Annual Blanket Contracts.*

No other department or employee except those indicated below shall have the authority to purchase or make any other form of commitment on behalf of the County for:

- 301.3.1.1 The acquisition of insurance - Board of County Commissioners. (F.S. 111.072)
- 301.3.1.2 The acquisition of telephone systems -Director of General Services.
- 301.3.1.3 The leasing of real property - as directed by the Board of County Commissioners. (F.S. 125.35 & 125.031)
- 301.3.1.4 The purchase or sale of real property - as directed by the Board of County Commissioners. (F.S. 125.35)
- 301.3.1.5 Small purchases - Ordering Agent or his authorized representative. (Policy 302.5)
- 301.3.1.6 Professional services as provided in the "Consultants Competitive Negotiation Act" (F.S. 287.055) by the County Administrator with approval of the Board of County Commissioners.
- 301.3.1.7 Other Professional Services - County Administrator or designee with approval by the Board of County Commissioners.
- 301.3.1.8 The Acquisition of Utilities - County Administrator or designee.

SEALED BIDS:

~~302.3.1 All requests for purchases or contracts, except as provided below, when the sum is in excess of the bid limit (\$10,000.00) shall be advertised for sealed bids and awarded by the Board of County Commissioners to the lowest and best bidder.~~

302.3.1 *All requests for purchases or contracts, except as provided below, when the sum is in excess of the bid limit (\$25,000.00), shall be advertised for sealed bids. The Purchasing Manager or County Administrator may approve bid awards up to \$50,000.00. The Board of County Commissioners approval is required for Sealed Bid awards exceeding \$50,000.00.*

302.3.2 All items necessitating sealed bidding for departments under the jurisdiction of the Board of County Commissioners must submit to the Purchasing Department a requisition with specifications attached, from this information Purchasing will prepare a Bid Package and provide a bid opening time and date.

302.3.3 Two (2) copies of the advertisement and bid package will be provided to the Deputy Clerk who will coordinate with the Purchasing Agent the appropriate bid opening time and date and submit to the local newspaper or specialized publication for legal advertisement.

~~302.3.4 Exceptions to sealed bid and award method include:~~

~~302.3.4.1 Emergency Purchases - When accompanied by a memo of justification approved by the County Administrator.~~

~~302.3.4.2 Repairs to Existing Equipment - When accompanied by a memo stating only one firm can or should repair the equipment approved by the County Administrator.~~

~~302.3.4.3 Sole Source Items - When provided in the form of a resolution approved by the County Administrator and submitted to the Board of County Commissioners for approval.~~

~~302.3.4.4 Bid or Quoted Items Resulting in Bids Under the Existing Bid Limit - Will be awarded or rejected at the discretion of the County Administrator's instructions to the Purchasing Agent.~~

~~302.3.4.5 Competitive Sealed Proposals for Certain Services - As outlined in Section 306, when approved by the County Administrator with subsequent approval by the Board of County Commissioners.~~

~~302.3.4.6 Real Estate and Structures when approved by the Board of County Commissioners.~~

302.3.4 Exceptions to sealed bid and award method include the following. :

302.3.4.1 *Emergency Purchases - When accompanied by a memo of justification approved by:*

*\$25,000 or less - Purchasing Manager*

*\$25,000 or more - County Administrator or designee*

*The Board of County Commissioners will be notified of any award in excess of \$50,000.00 up to \$100,000.00. Any emergency purchase of \$100,000.00 and higher shall be approved by the Board of County Commissioners.*

302.3.4.2 *Repairs to Existing Equipment - When accompanied by a memo stating only one firm can or should repair the equipment approved by:*

*\$25,000 or less - Purchasing Manager*

*\$25,000 or more - County Administrator or designee*

*The Board of County Commissioners will be notified of any award in excess of \$50,000.00 up to \$100,000.00. Any repairs of \$100,000.00 and higher shall be approved by the Board of County Commissioners.*

302.3.4.3 *Sole-Source Items - When accompanied by a memo of justification approved by:*

*\$25,000 or less - Purchasing Manager*

*\$25,000 or more - County Administrator or designee*

*All Purchases of \$100,000 or more shall be approved by the Board of County Commissioners.*

302.3.4.4 *Bid or Quoted Items Resulting in bids under the existing award limit may be awarded at the discretion of the Purchasing Manager.*

302.3.4.5 *Competitive Sealed Proposals for Certain Services - As*

*outlined in Section 306, the County Administrator or Purchasing Manager may approve awards up to \$50,000.00. The Board of County Commissioners approval is required for awards greater than \$50,000.00.*

302.3.4.6 *Real estate and structures when approved by the Board of County Commissioners.*

302.3.5 *Amendments/Changes After Award*

302.3.5.1 *The Purchasing Manager may authorize changes/amendments for construction, and goods and/or services within the overall scope of the project of up to a cumulative amount of twenty percent (20%) or Fifty Thousand Dollars (\$50,000.00), whichever is lower. If the amendment/change order exceeds the maximum amounts, herein, the amount of the amendment/change order must be approved by the County Administrator. If the change is outside the scope of the original project or procurement as determined by the Purchasing Manager, a new invitation for bid must be issued unless bidding would cause a significant delay or other adverse impact on the project. To avoid unnecessary delay, the Purchasing Manager, may coordinate a change order with the existing contractor provided he is qualified and available to perform on the new project, or is capable of securing the services of a qualified subcontractor.*

302.3.5.2 *Extension of time frames for completion of contracts may be authorized by the Purchasing Manager.*

## 302.5 FIELD PURCHASE ORDERS

~~302.5.1 Purchases which total \$75.00 or less to a single vendor may be made by the ordering department at the discretion of the department head or his designee on a Field Purchase Order. (St. Johns County Purchasing Policy.)(Exhibit A)~~

~~302.5.2 The department head will be responsible for insuring that the items required to be purchased are:~~

- ~~302.5.2.1~~ — ~~Not available from another vendor currently holding a County contract.~~
- ~~302.5.2.2~~ — ~~Proper purchases for public funds.~~
- ~~302.5.2.3~~ — ~~Covered in the department's budget.~~
- ~~302.5.2.4~~ — ~~Directly related to the work being performed by the department.~~
- ~~302.5.2.5~~ — ~~Not split among several field purchase orders to circumvent or avoid normal purchasing procedures.~~
- ~~302.5.3~~ — ~~The ordering department will utilize the 4-part pre-numbered Field Purchase Order forms as provided by the Purchasing Department.~~
- ~~302.5.4~~ — ~~The signature of the department head or his authorized representative must appear on the Field Purchase Order authorizing purchase of the items indicated thereon prior to being mailed or delivered to the vendor by the ordering department. This authorization list will be updated yearly or as changes in personnel occur.~~
- ~~302.5.5~~ — ~~If the order is phoned in to the vendor, the Field Purchase Order must be clearly marked "Confirming Order - Do Not Duplicate", before it is mailed.~~
- ~~302.5.6~~ — ~~Distribution of Copies: The original copy of the Field Purchase Order is to be mailed or delivered to the vendor. The yellow (Finance) and pink (Audit) copies will be forwarded to the Purchasing Department with the original invoice showing Field Purchase Order number, GL number and signed by the department supervisor. The goldenrod copy will be retained by the ordering department for file.~~
- ~~302.5.7~~ — ~~All such purchases will be posted into the Purchasing Department's field purchase order logging system. The Purchasing Department will monitor the proper utilization of the established procedure by all departments. If abuses are determined, the Purchasing Agent, at his discretion, after consulting with the County Administrator, may disallow the use of this procedure by the department involved.~~
- ~~302.5.8~~ — ~~EXCEPTION TO FIELD PURCHASE ORDER DOLLAR LIMIT: Should the invoice total of the items purchased exceed~~

~~the \$75.00 limit of the Field Purchase Order, the Purchasing Technician will immediately bring this problem to the attention of the Purchasing Agent for resolution. The Purchasing Agent will contact the Department Head and advise him verbally of the problem and request an explanation. If the amount is 7% or less of the \$75.00 valid amount of the Field Purchase Order and the Agents explanation as to why the purchased items exceeded the limited amount is satisfactory the Purchasing Technician may write on the Field Purchase Order "Exception Granted" and sign their name. (St. Johns County Purchasing Policy.)~~

~~If the invoice amount exceeds the above allowance the Purchasing Agent will return the invoice and copies requesting in writing an explanation for the over purchase and have a requisition submitted to cover the invoice in question.~~

### SECTION 303 CONTRACTS

303.1.5 ~~After all the contracts have been signed by the supplier and the necessary documents required by the bid documents, the contracts will be transmitted to the County Administrator for signature and attested by the Deputy Clerk. Copies will be distributed by transmittal letters to the Clerk, Contractor, Purchasing Contracts File, and Department(s).~~

303.1.5 *After all the contract documents have been signed by the supplier and the Purchasing Manager, County Administrator, or his designee, the signatures will then be attested by the Deputy Clerk.*

#### 303.4 CONSTRUCTION OR MAINTENANCE CONTRACTS

*A requisition should be prepared when a service is needed that cannot be provided by county maintenance staff. The requisition needs to be reviewed and approved by the Purchasing Department BEFORE the low bid or selected contractor orders material or arrives on site to begin work. True emergencies are an exception.*

*No one is authorized to sign agreements for commodities or services except for Purchasing Staff, Assistant County Administrators or the County Administrator. A request by a contractor or vendor to sign his contract form should be referred to the Purchasing Department.*

303.4.1

*The following are minimum requirements that generally apply to contracts for outside services. This information is in addition to the standard information required on a computer purchase requisition. Additional procedures or information may be obtained by calling the Purchasing Department.*

*Scope Statement:*

*The scope should be in writing and typed entirely on the purchase order or attached to the purchase order and referenced by title, drawing number, etc. A scope that references "by verbal instructions of..." is normally unacceptable.*

*Contract Schedule:*

*ASAP is unacceptable. Specific time frames should be used when possible. The time schedule can be addressed by using statements similar to the ones shown below:*

*Work under this contract shall begin as of \_\_\_\_\_ and must be complete not later than \_\_\_\_\_.*

*Time frame for contract completion is a maximum of \_\_\_\_\_ Calendar days. Contract start date is unknown. Name at phone number, will advise.*

*Anticipated month for project to begin/end is Month/year. Name at phone number will coordinate time frames with the contractor.*

*Method of Payment (Most common):*

*Lump Sum Firm  
Time and Material  
Unit Price*

*Insurance:*

*Comprehensive General Liability  
Automobile Insurance*

SECTION 304  
SPECIFICATIONS, BIDS, AND AWARDS

~~304.8.5~~ Upon receipt of the protest notice, the Purchasing Agent will suspend the process or award of the bid until the protest is resolved unless circumstances require the award of the bid to protect the health, safety, and welfare of St. Johns County.

304.8.5 Upon receipt of the protest notice, the Purchasing Manager will suspend the process or award of the bid until the protest is resolved unless circumstances require the award of the bid to protect the health, safety, and welfare of St. Johns County. The Purchasing Manager in cooperation with the legal and user departments will attempt to resolve the protest in a fair and equitable manner and shall render a written decision to the protestant. All St. Johns County correspondence involving a bid protest should be sent by Certified Mail Return Receipt Requested. The protestant may appeal the decision within five (5) business days after receipt of the written decision.

~~307.2 POLICIES AND PROCEDURES~~

~~307.2.1 Public Announcement and Qualifications Procedures.~~

~~307.2.1.1 Public Announcement:~~

~~The advertisement shall include a general description of the project and shall indicate how, and the time within which, interested consultants can apply for consideration. On projects estimated to cost more than \$120,000, the County Administrator will advertise the request for Professional Services in a local newspaper of general circulation that is published at least five (5) days a week, except for specialized advertising or bids. The advertisement shall appear twice within a ten working day period. The last notice to appear no later than five (5) calendar days prior to deadline date set for submission of Request of Professional Services. The legal for such advertisement will be requested by the County Clerk's office for filing with each Request for Professional (RFP) Services.~~

~~307.2.1.2 Annual Statement of Qualifications:~~

~~Firms who desire to provide professional services to the Board should submit annually a statement of qualifications and performance data. The following procedure will be followed in gathering qualification data:~~

~~307.2.1.2.1 A file containing qualification data on all registered Florida Architects, Landscape Architects, Engineers, and Registered Land Surveyors desiring to perform work for the County shall be maintained.~~

~~307.2.1.2.2 The file shall contain qualification data on each firm. Architects and Engineers will submit qualification data on Standard Architect and Engineering Form 254 (General Services Administration, U.S. Government). Registered Land Surveyors shall submit qualification data as prescribed by the County.~~

~~307.2.1.2.3 No Architect, Engineer or Registered Land Surveyor will be recommended to the Board who does not have current qualification data on file with the County Administrator.~~

~~307.2.1.2.4 It is the responsibility of the Architect, Landscape Architect, Engineer, and Registered Land Surveyor to keep qualification data current by submitting up dated data on its firm annually.~~

### ~~307.2.1.3 Certification and Prequalification:~~

~~Any firm or individual desiring to provide professional services as defined herein to the Board of County Commissioners must first be certified by the County Administrator as qualified.~~

~~307.2.1.3.1 The County is firmly committed to the Principles of Equal Opportunity and Affirmative Action and in keeping with these principles, hereby establishes goals and procedures by which disadvantaged, small, and women owned business enterprises~~

~~shall be assured equal access to providing supplies, professional and contractual services required by the County.~~

~~307.2.1.4 Evaluation:~~

~~The County Administrator will develop administrative procedures in the evaluation of professional services being performed for the Board by firms or individuals. In the interim, the following procedures shall be followed in the evaluation process:~~

~~307.2.1.4.1 At the end of the contract period, and at least once during the contract period, the County Administrator shall evaluate the professional services performed by each firm or individual.~~

~~307.2.1.4.2 Criteria to be used in the evaluation process shall include, but not be limited to, capabilities, adequacy of personnel, past record and experience, and such other factors as may be determined to be applicable to the Board's particular requirements.~~

~~307.2.1.4.3 As a result of the evaluation process, the County Administrator shall recommend administrative, contractual, or legal remedies necessary for the Contractor's violation or breach of contract requirements.~~

~~307.2.1.4.4 The County Administrator may remove any person or firm from the Certified List.~~

~~307.2.1.5 Recommendation for Selection:~~

~~After due consideration, discussions, or public presentations have been conducted, the County Administrator shall recommend to the Board of County Commissioners the most highly qualified firm to perform the required services.~~

~~307.2.1.6 Competitive Negotiations.~~

~~307.2.1.6.1 Contract Negotiations (F.S. 287.058):~~

~~The County Administrator (subject to approval of the Board) shall negotiate a contract with the most qualified firm, for professional services which is determined to be fair, competitive, and reasonable for the requirements presented in the Request for Proposals. The Board of County Commissioners shall upon recommendation by the County Administrator either approve or disapprove the contract.~~

~~307.2.1.6.2 Additional Contract Negotiations:~~

~~Should the County Administrator be unable to negotiate a satisfactory contract with the firm, considered to be the most qualified, at a price determined to be fair, competitive, and reasonable, negotiations with that firm shall be formally terminated. The County Administrator shall then undertake negotiations with the second most qualified firm. Failure of accord with the second most qualified firm, the negotiations shall be terminated. The County Administrator shall then undertake negotiations with the third most qualified firm. Should the Administrator be unable to negotiate a satisfactory contract with any of the selected firms, he shall select additional firms in order of their competence and qualifications and continue negotiations in accordance with this section until an agreement is reached.~~

~~307.2.1.6.3 Service Contracts Over \$60,000:~~

~~For all lump sum or cost plus a fixed fee professional service contracts over \$60,000, the Board of County Commissioners shall require the firm~~

~~receiving the award to execute a truth in negotiations certificate stating that wage rates and other factual unit cost supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the contract price shall be adjusted to exclude any significant sums where the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of contract. (F.S. 287.055)(5)(a))~~

~~307.2.1.7 Prohibition Against Contingent Fees:~~

~~The County Administrator shall be responsible for assuring that all contracts for professional services shall contain the required clauses as contained in subsection pertaining to "Consultants Competitive Negotiation Act". (F.S. 287.055)(6)(1-4))~~

307.2 POLICIES AND PROCEDURES

307.2.1 Public Announcement:

307.2.1.1 Advertising will be in a newspaper of general paid circulation which is published five (5) days a week in the county except for specialized advertising or bids. Advertising will be in the legal ad section of the St. Augustine record and posted on the County Website. Advertising for bids or services will also be posted on the County Website and other Websites if needed.

307.2.1.2 Letter notices will be mailed.

307.2.2 Scope of Services:

307.2.2.1 Scope of Services along with Evaluation Criteria will be issued by the Purchasing Department to interested firms.

307.2.3 *Letters of Interest:*

307.2.3.1 *Letters of interest and qualifications will be received by the Purchasing Department at 2740 Industry Center Road, St. Augustine, Florida 32095.*

307.2.4 *Evaluation:*

307.2.4.1 *Criteria to be used in the evaluation process shall include, but not be limited to, familiarity with St. Johns County/ previous professional services in the project area, knowledge of regulations, staff, geography, or prior work for the County in the geographic area addressed by the RFP, for example, a study, preliminary design, or complete design; and that receive a ranking of ten points; experiences with similar projects, current workload, proposed project schedule, quality of submittal, references and such other factors as may be determined to be applicable to the Board's particular requirements.*

307.2.4.2 *Evaluation of Letters of Interest/qualifications will be by three (3) or more raters based on criteria shown on the Evaluation Sheet for Ranking of Design Professionals (Exhibit B). Please refer to Definitions of Evaluation Criteria (Exhibit C) attached.*

307.2.4.3 *The composite score for all raters will be combined into the overall ranking total.*

307.2.5 *Recommendation for Selection:*

307.2.5.1 *The Summary Sheet for Ranking of Design Professionals (Exhibit D) along with other supporting data will be presented to the Board of County Commissioners for approval of the ranking order and approval to negotiate beginning with the top ranked firm.*

307.2.6 *Negotiations:*

307.2.6.1 *Negotiating will be done jointly by the Purchasing Manager and the County Engineer or designee with the No. 1 ranked firm. The consultant will usually be requested to provide the following, even in cases*

*where the work is to be done on a Lump Sum Firm Price Basis:*

*307.2.6.1.1 Detailed staff hour estimates.*

*307.2.6.1.2 Proposed wage rates and the basis for that rate.*

*307.2.6.1.3 Overhead and fringe benefits.*

*307.2.6.1.4 Documentation to support the basis for all expenses contained in the price proposal.*

*307.2.6.1.4.1 Written quotes from vendors, copies of pages from catalogs, etc.*

*307.2.6.1.4.2 Unit rates used to compute travel. Cost may not exceed those authorized for St. Johns County employees. Airfare must be based on coach rates and costs for rental cars must be based on the use of compact cars, unless prior justification and approval is obtained.*

*307.2.6.1.4.3 The cost basis for the unit rates used for CADD, computers, facilities and capital cost of money must be fully supported.*

*307.2.6.1.5 Operating margin is intended to compensate the consultant for those normal business expenses which are excluded from allowable overhead (interest, advertising, bad debts, etc.), as well as provide the consultant with a reasonable profit.*

*307.2.6.1.6 Sub-consultant cost must be specifically identified in the price proposal and supported in a manner that will allow the negotiating team to make a determination that the proposed costs are fair, reasonable and competitive.*

*307.2.6.2 The above data will be compared to the internal estimate prepared by the Engineering Department to determine those areas where the proposal from the consultant may be out of line.*

*307.2.6.3 In those cases where the County Engineer, Purchasing Manager and the County Administrator*

*agree that the negotiated price is fair and equitable, an agenda item will be submitted to the Board of County Commissioners for their review and approval. If approved, a contract will be issued by the Purchasing Department.*

307.2.6.4 *In the event that an agreement cannot be reached on a price proposal, the affected firm will be notified in writing that negotiations have been discontinued and the basis for that action.*

307.2.6.5 *Negotiations will commence with the second firm.*

307.2.6.6 *Reserved.*

307.2.6.7 *Additional Contract Negotiations:*

*Selected firms shall be notified in order of their competence and qualifications and continue negotiations in accordance with this section until an agreement is reached.*

307.2.6.8 *Service Contracts Over \$60,000:*

307.2.6.8.1 *For all lump sum or cost-plus-a-fixed-fee professional service contracts over \$60,000, the Board of County Commissioners shall require the firm receiving the award to execute a truth-in-negotiations certificate stating that wage rates and other factual unit cost supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the contract price shall be adjusted to exclude any significant sums where the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of contract. (F.S. 287.055)(5)(a))*

307.2.6.9 *Prohibition Against Contingent Fees:*

307.2.6.9.1 *The Purchasing Department shall be responsible for assuring that all contracts for professional services shall contain the required clauses as contained in*

*subsection pertaining to "Consultants Competitive Negotiation Act". (F.S. 287.055)(6)(1-4)*

~~SECTION 309  
PETTY CASH~~

~~309.1 GENERAL:~~

~~Petty Cash Fund authorized in the amount approved and authorized by the County Administrator when justified in writing by the department having frequent requirements to purchase small items or must pay out for reimbursement of charges incurred by assigned personnel, i.e., UPS shipment charges, postage due, etc. Single item purchases not to exceed \$25.00. All incidental purchases and any funds paid from petty cash must be for the use in the operation of the department or office.~~

~~309.2 RESPONSIBILITY AND PROCEDURES:~~

~~309.2.1 The division or department head or his agent authorized to handle the petty cash fund will be directly responsible to the Finance Director for operation of the fund. The money will be kept in a locked cash box, a safe or desk that can be locked when the agent is not in the immediate area.~~

~~309.2.2 A receipt from petty cash will be signed by the person receiving the money to purchase item(s). Upon return a sales receipt will be presented to the agent. If any additional amount has been paid, it will be reimbursed from the cash box. A notation on the sales receipt will be made by the purchaser indicating purpose of purchase and signed. The agent will then destroy the receipt from petty cash that was signed by the person receiving the petty cash.~~

~~309.2.3 When assigned personnel are required to pay "out of pocket" cash in the performance of their daily work, a receipt for the cash paid out will be obtained, the purpose noted there on, signed and presented for reimbursement to the agent.~~

~~309.3 ACCOUNTABILITY:~~

~~309.3.1 At the end of each month the petty cash on hand and paid out will be reconciled by the Petty Cash Agent to determine if the cash on hand and receipts paid out equal to authorized initial petty cash total.~~

~~A petty cash voucher will be prepared if funds have been depleted for reimbursement of funds expended will be listed thereon from and information on the receipts paid out. Receipts will be attached to the Petty Cash Voucher. The Voucher will be signed by the division or department head and submitted to the Finance Department for reimbursement.~~

~~309.3.2 — It will be the responsibility of the agent to maintain accurate records and any shortages will be made up at no cost to the County by the department head or authorized agent when final accounting and turn over of the petty cash fund to another agent is accomplished.~~

~~309.3.3 — Each division or department head authorized a petty cash fund will periodically spot check the petty cash fund to assure that adequate protection and accountability is being maintained by the authorized agent.~~

~~309.3.4 — The Director of Finance may conduct an unannounced physical accounting of each authorized petty cash fund.~~

~~NOTE: — The above information is provided as guidelines only and is not intended to conflict or supersede any of the policies and procedures set by the Finance Department. (See Exhibit F.)~~

### ***SECTION 309 CREDIT CARD***

#### **309.1 GENERAL:**

The Purchasing Department is committed to improving service to internal customers reducing processing time and controlling the cost of internal service functions. This Credit Card Policy is part of a broad effort to pursue the benefits of delegated purchasing authority and to have procedures and controls in place for the protection of St. Johns County.

#### **309.2 ISSUANCE:**

The County Administrator or his designated representative (individual

responsible for administering the procurement function within a department) will determine to whom the cards should be issued based upon the purchasing authority of each individual or work group.

309.3 TRANSACTION DOLLAR LIMIT:

The single per transaction dollar limit shall not exceed \$1,000.00. Departments with the approval of the Purchasing Manager selected to participate in the program may specify:

- 309.3.1 Single per transaction dollar limits for each cardholder - less than the county wide limit.
- 309.3.2 Number of Credit Card transactions per day.
- 309.3.3 Authorizations tied to budget limits.
- 309.3.4 Restrictions on the types of vendors with which the card may be used.
- 309.3.5 Any additional controls available.
- 309.3.6 *Credit cards may be used to purchase commodities ONLY. Cash advances or purchasing of **services** is strictly prohibited.*