

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the April Adjourned

Term. 20 12

In the County Commission of said county, on the 27th day of September 20 12

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the grant application by Boone County, Missouri for the Fostering Court Improvement: JCIP Sub-grant in the amount of \$3,000 with no County match.

Done this 27th day of September, 2012.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

Fostering Court Improvement JCIP Sub-grant: Local Court Enhancements (FY13)

The Fostering Court Improvement sites are measured on pre-determined outcomes including permanency, timeliness, and child safety measures. In addition, the Children's Division Quality Assurance Specialists provide child welfare data to the local project sites. Strategies are then developed to address areas of deficiency which are identified in the outcome measurements. Funding is available up to \$3000 for each of the twelve project sites to assist them in their ability to implement strategies to improve services and outcomes for children and families. Each site will be required to submit funding request on this form, along with budgets and justification for their request in terms of the child welfare goals they hope to achieve and how the funding will support such. Reimbursement would be made in accordance with approved budgets after costs have been incurred.

Budget Request

1. Please break down your funding request:

Budget Line Item	Approximate Cost	Budget Line Item	Approximate Cost
a. Lunch-foog	\$2,000.00	e.	
b. Training	\$1,000.00	f.	
c.		g.	
d.		h.	

2. Total Budget Request \$

3. Specific County to be reimbursed:

Justification (attach additional sheets, if necessary)

1. How will this funding enhance your courts ability to meet outcomes for children and families?

Our FCI team continues to meet monthly. These meetings are always scheduled over the lunch hour as it is the one time that most everyone has availability. We have approximately 20-25 people who attend each meeting. These meetings allow us to review our tasks and objectives in order to meet our goals. It is also an opportunity for our team to evaluate our progress and determine what does and does not work. We are requesting funds to cover the cost of lunch provided at twelve meetings for approximately 25 people. As part of FCI goals, we are also holding roundtable luncheons with our contract attorneys in order to address concerns, case management and planning as well as ways to improve communication between the guardian ad litem, indigent parent attorney, team members and child. We plan on hosting four of these roundtable discussions during the grant period. (See Attachment)

2. Provide a timeline and description of how the funding will be used.

(Funding must be spent prior to September 30, 2013 and OSCA must be billed prior to October 5, 2013.)

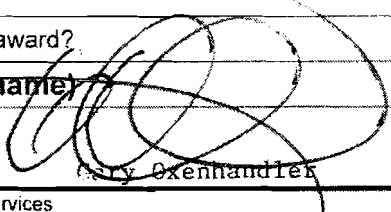
Monthly FCI meetings, providing lunches, beginning in October, 2012 and running through September, 2013. (twelve meetings) Contract Attorney roundtables luncheons with CD and JO staff – December, 2012; March, 2013; June, 2013; and September, 2013. Trainings would be held beginning in November, 2012 and running through September, 2013. The Guardian ad Litem training is scheduled for November 12, 2012.

For OSCA Internal Use Only

Yes No

- | | | |
|---|--|--|
| 1. Does this request fall within the scope of the Fostering Court Improvement Program? | | |
| 2. Does this request meet the requirements of the DHHS-ACF requirements for uses of these grant funds? | | |
| 3. Is it clear that funding will be expended by September 30, 2013 and billed to OSCA before October 5, 2013? | | |
| 4. Are there any special terms or conditions attached to this award? | | |

Authorization (please both sign and print your name)

Circuit Thirteenth Judicial Circuit Court	Signature – Presiding Judge  Nancy Oxenhandler	Date 5/15/12
OSCA	Division of Court Business Services	Date

Return to:

**Office of State Courts Administrator, Contracts Section
2112 Industrial Drive, P.O. Box 104480, Jefferson City, MO 65110**

We continue to focus on goals of Engaging and Motivating parents, Resources within our community, Youth involvement in the Court process, and Increasing Timely Reunification. Our circuit is also currently considering implementing the Team Decision Making process. Training is an area of need that often arises in an effort to accomplish our goals. We might also consider bringing in individuals to assist us with moving forward with the Team Decision Making process. We would anticipate using funds for training in purchasing training materials, lunch and/or snacks and paying for trainers if necessary. We would anticipate having four trainings. Our circuit also holds a yearly Guardian ad Litem training. Children's Division is frequently unable to send any of their staff to the training due to lack of training funds. We would request training funds to pay for Children's Division staff to attend the annual Guardian ad Litem training if desired.

GO

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 12

In the County Commission of said county, on the 27th day of September 20 12

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the contract between the Town of Harrisburg and Boone County, Missouri for road & bridge improvement/repair. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

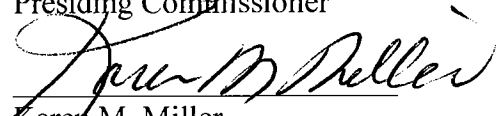
Done this 27th day of September, 2012.

ATTEST:

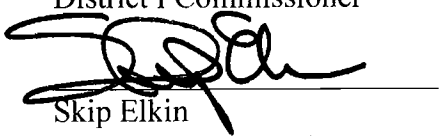
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

**BOONE COUNTY ROAD & BRIDGE IMPROVEMENT/REPAIR
COOPERATIVE AGREEMENT
APPROVED APPLICATION-BASED PROJECT
APPLICATION ENTITIES¹**

THIS AGREEMENT, dated this 27 day of September, 2012, is made and entered into by and between **Boone County**, a first class non-charter county and political subdivision of the State of Missouri by and through its County Commission, herein "County" and the **Town of Harrisburg**, a municipal corporation, herein "City".

WHEREAS, County has, in Commission Order 249-2011, adopted updated policies regarding the distribution of certain road sales tax and property tax revenues, the terms and conditions of which are incorporated herein by reference; and

WHEREAS, City is an "Application Entity" as described in the aforementioned Commission Order; and

WHEREAS, City has filed a funding application with the County requesting funding for a road and/or bridge repair or improvement project; and

WHEREAS, County has approved a portion of the City's Application for funding of the contemplated project(s); and

WHEREAS, County is willing to enter into a cooperative agreement with the City for the improvement and/or repair of City's road system under certain terms and conditions; and

WHEREAS, the parties are empowered to enter into cooperative agreement(s) for the purposes herein stated pursuant to section 70.220 and section 229.040 RSMo.

NOW, THEREFORE, IN CONSIDERATION of the mutual undertakings and agreements herein contained, the parties agree as follows:

1. **PURPOSE.** The purpose of this Agreement is to effectuate the Application-Based Funding from the County to the City as contemplated in County's policies on distributing road sales tax revenue and road property tax revenues. The terms and conditions of Commission Order 249-2011 are incorporated into this agreement by reference.
2. **COUNTY AGREEMENTS:**
 - a. County will pay to the City the sum of Eleven Thousand Dollars (\$11,000.00) for use in the completion of the road improvement and/or repair project specified in the City's Application for the County fiscal year in which this agreement is

entered, said Application being incorporated herein by reference. This is to fund a portion of the Town of Harrisburg's 2012 Cracking Sealing and Maintenance project on Wilhite, Drane, Harris and Wood Streets.

3. CITY AGREEMENTS.

- a. City agrees to use the funds that it receives from County pursuant to this Agreement solely for improving and maintaining its roads and bridges in accordance with its Application for funding which is incorporated into this Agreement.
- b. City agrees that it shall submit to an audit by the County or its designated auditor upon request for purposes of determining whether the funds received by the City from the County under this agreement have been expended in compliance with this agreement.
- c. City agrees that it shall reimburse the County for any funds paid to it under this agreement which are expended in violation of this agreement or applicable law, rule or regulation, within ninety (90) days of notification of such a finding by County.
- d. City agrees to timely provide any documentation or information reasonably requested by County which relates in any way to this Agreement.
- e. City agrees that it will be liable for, and agrees to be liable for, and shall indemnify, defend and hold the County of Boone harmless from all claims, suits, judgments or damages, including court costs and attorney's fees, arising out of or in the course of the operation of this agreement. Notwithstanding the foregoing, nothing herein is intended to waive either the City's or the County's sovereign immunity as to any third party.
- f. City agrees that, for any work not performed by the City's own employees, City will comply with any and all applicable competitive bidding statutes or ordinances, the state Prevailing Wage law, domestic products purchase laws and such other laws, rules and regulations which are applicable to the City in letting and carrying out contracts for "public works" as that term is defined in applicable statutes, rules, regulations, and ordinances.

¹ Application entities are: Harrisburg, Hartsburg, Huntsdale, McBaine, Pierpont, Rocheport and Sturgeon.

4. **PAYMENTS IN EXCESS OF LEGAL OBLIGATIONS.** City represents that the payments from County to City contemplated herein are in excess of any legal obligations imposed on County by virtue of applicable Missouri law, including RSMo §137.556 and the ballot language presented to voters authorizing the current Road & Bridge Sales Tax Levy under RSMo §67.547.
5. **TIMING OF PAYMENTS.** Payments made under this Agreement shall be made on no more than a monthly basis in the form of progress payments upon receipt of a Project Progress Report in a form acceptable to County's Resource Management Department. In the event that an award from the County exceeds the City's actual costs in an approved project, any remaining funds shall be retained by, or immediately returned to, the County.
6. **ASSIGNMENT.** Neither party may assign or transfer any of its rights or obligations under this Agreement to any other person or entity without the prior, written consent of the other party.
7. **SOLE BENEFIT OF PARTIES.** This Agreement is for the sole benefit of City and County. Nothing in this Agreement is intended to confer any rights or remedies on any third party.
8. **RELATIONSHIP OF PARTIES.** Nothing herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, or of partnership, or of joint venture, between the parties hereto.
9. **TERM.** This Agreement shall be in effect from its execution until completion of the project contemplated in the Application filed by City, unless sooner terminated under the provisions of this Agreement.
10. **TERMINATION.** County may terminate this Agreement without payment in the event the project is abandoned, cancelled or is not fully funded for the fiscal year in which this agreement is entered. In addition, if construction work is not begun during construction season contemplated in the application materials, this Agreement shall automatically terminate and County shall have no further obligations hereunder unless a written extension agreement is entered into and duly-executed by both County and City.
11. **NON-EXCLUSIVE.** This Agreement is not intended to be the exclusive Agreement between the parties addressing the subject matter of improving or maintaining roads and bridges, and the parties specifically represent that this Agreement for approved,

Application-based funding is separate from, and complementary to, other Cooperative Agreement(s) with the County relating to funding of road and bridge improvements.

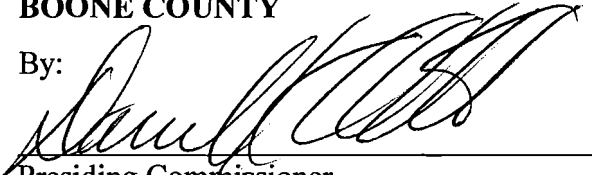
12. **GOVERNING LAW AND VENUE.** This Agreement shall be governed by the laws of the State of Missouri, and any action relating to the same shall be brought in the Circuit Court of Boone County, Missouri.
13. **BINDING ON SUCCESSORS.** The covenants, agreements, and obligations herein contained shall extend to, bind, and inure to the benefit of the parties hereto and their respective successors and approved assigns.
14. **COUNTERPARTS.** This Agreement may be executed by the parties in several counterparts, each of which shall be deemed an original instrument.
15. **COMPLETE AGREEMENT.** All negotiations, considerations, representations, and understandings between the parties are incorporated herein, shall supersede any prior agreements, and may be modified or altered only in writing signed by the parties hereto.
16. **AUTHORITY OF SIGNATORIES.** Each of the persons signing this Agreement on behalf of either party represent that he/she has been duly authorized and empowered, by order, ordinance or otherwise, to execute this Agreement and that all necessary action on behalf of said party to effectuate said authorization has been taken and done.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by their duly-authorized officers on day and year indicated by their signature below.

[SIGNATURES IMMEDIATELY APPEAR ON NEXT PAGE.]

BOONE COUNTY

By:

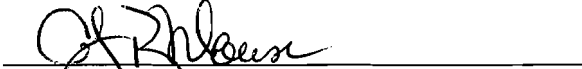

Presiding Commissioner

Date: 9/27/12

ATTEST:

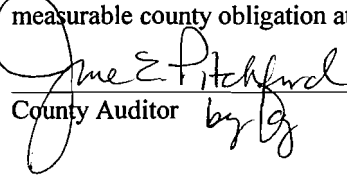
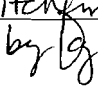

County Clerk

APPROVED AS TO FORM:


County Attorney

Boone County Auditor Certification:

I hereby certify that a sufficient, unencumbered appropriation balance exists and is available to satisfy the obligation arising from this contract.
(Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

 9/21/12
County Auditor by  Date
2049-71452

TOWN OF HARRISBURG

By:

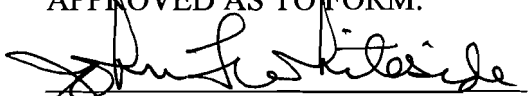

Authorized City Representative

Date: 9-17-12

ATTEST:


City Clerk

APPROVED AS TO FORM:


City Attorney

Boone County Road & Bridge Project Funding Application

This is intended to serve as the Application for Funding contemplated to be used by Application Entities under the Road Revenue Distribution Policies adopted by the Boone County Commission in Commission Order #294-2011 and Commission Order #264-2012.

Application Year: 2012

Name of Entity: Town of Harrisburg

Project Name: ~~Hughes Road~~ & sealing of Wilhite, Drane, Harris & Wood St.

Explanation of the project and resulting improvement:

~~Seal Hughes Rd which is currently cracked and~~
seal Wilhite, Drane, Harris and Wood St. to
prevent further deterioration

Total Estimated Cost for Project: ~~\$89,995~~ **\$11,000**

Amount of assistance requested to Complete Project: ~~\$99,295~~ **\$11,000**

Other Funding Sources Available:

~~\$4700 leftover from Lamar Lane project.~~

Will the project be completely funded for the applicable fiscal year? Yes No

If no, please give a brief explanation.

not unless we were to receive the full amount requested

Entity contact Person, address, and day time phone:

Kathy Wilhite 573-874-0138
PO Box 97 573-808-0360
Harrisburg, Mo 65256

Please return to
E Walnut St. Rm
the current fiscal
(maps, estimates

Please DO NOT
in a delay of the
applications rec

*Boone County Resource Management
318 Columbia Medical Center
Harrisburg, Mo 65256
money they received
submitting applications for
2 projects
did not follow instructions
but multiple projects in
one application*

Attn: Kelle Westcott, 801
June 29th to be considered for
additional documentation,
of your application.

location as this may result
consideration will

Received
JUN 28 2012
Boone County
Resource Management

Proposed 2012 Street Improvements

Lohmar Lane

<u>Work Item</u>	<u>Unit</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Ditch/Shoulder Grading	l.f.	800	7.00	\$5,600
Application of wedge to shape roadway	L.S.			\$5,000
Asphalt Pavement (14' x 450' x 2")	yd ²	700	11.00	\$7,700
Construction Staking	L.S.			\$1,000
Construction Contingency	L.S.			\$2,000
Engineering & Surveying				\$3,000
Construction Observation and Payment Review				\$1,000
SUB-TOTAL				\$25,300

Hughes Road

<u>Work Item</u>	<u>Unit</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Ditch/Shoulder Grading	l.f.	500	7.00	\$3,500
Placement of granular material	Ton	500	20.00	\$10,000
Asphalt Pavement (16' x 1700' x 3")	yd ²	3030	16.50	\$49,995
Construction Staking	L.S.			\$2,000
Construction Contingency	L.S.			\$2,000
Engineering & Surveying				\$4,500
Construction Observation and Payment Review				\$1,500
SUB-TOTAL				\$72,995

**Crack Sealing and Maintenance
(Wilhite, Drane, Harris, and Wood Streets)**

<u>Work Item</u>	<u>Unit</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Crack Sealing	L.S.			\$8,500
Shoulder Repair	L.S.			\$2,500
SUB-TOTAL				\$11,000

~~TOTAL REQUEST FOR 2012 \$109,995~~

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 12

In the County Commission of said county, on the 27th day of September 20 12

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the attached revisions to the Boone County Purchasing Card Policy.

Done this 27th day of September, 2012.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

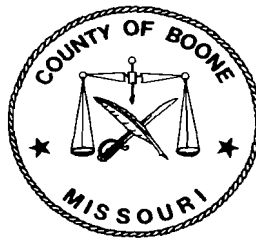
Daniel K. Atwill
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District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

COUNTY OF BOONE – MISSOURI

COUNTY PURCHASING CARD POLICY



Boone County Treasurer

801 E. Walnut, Room 205

Columbia, MO 65201

Phone: (573) 886-4364

Fax: (573) 886-4369

Adopted by Commission on Aug. 22, 2006

Commission Order # 332-2006

Revised by Commission on August, XX, 2012

Commission Order # XXX-2012

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I. GLOSSARY:

1. **Cardholder** – The County employee who is issued a Purchasing Card (P-Card) and makes transactions on the County’s behalf.
2. **Approving Official** – The assigned staff person in a user department who is responsible for reviewing the transactions of individual Cardholders to make sure those transactions are legitimate and appropriate. The *Purchasing Card Receipt Form* and *Transaction Envelope* will be signed by both the Cardholder and the Approving Official.
3. **Reconciler (Submitter)** – The Reconciler may be the Cardholder, the Approving Official or another individual in the user department. This individual reconciles the Cardholder’s *Transaction Envelope* with the *Purchasing Card Receipt Form* and receipts and assigns the appropriate department/account numbers.
4. **Elected Official/Department Head** – The Cardholder’s Administrative Authority that approves issuance of the P-Card, sets P-Card limits, and is notified of P-Card prohibited transactions.
5. **Purchasing Card Administrator (P-Card Administrator)** – The assigned staff person in the Treasurer’s Office who coordinates the Purchasing Card Program, is the County’s primary contact with the credit card company and the liaison with all departments.
6. **Disputed Charge** – A charge on the Cardholder’s monthly credit card statement that the Cardholder questions. An example may be that the Cardholder ordered four of an item, but only received a quantity of two.
7. **Fraudulent Charge** – Misuse of the P-Card, either internally or fraud due to a lost or stolen card, or if an account number becomes compromised.
8. **Purchasing Card Receipt Form** – Optional form used by the Cardholder to reconcile receipts from any purchases made with the P-Card and the *Transaction Envelope*.
9. **Transaction Envelope** – Online form the Reconciler uses to assign account codes to departmental purchases and to add descriptive notes to explain transactions. Reconcilers match the Cardholder monthly credit card statement to receipt documentation, assign account codes online, and submit the *Transaction Envelope* and supporting detailed backup to the Auditor’s Office monthly.
10. **Monthly Credit Card Statement** – Detailed statement of Cardholder activity for the month’s P-Card usage.

II. PROGRAM MISSION:

To provide an alternative procurement method which will enhance employee productivity and efficiency, and reduce administrative costs; while maintaining the fiscal integrity of the County's procurement and budget programs.

III. Program Purpose:

The County of Boone Purchasing Card Program will allow the Cardholder to purchase approved commodities and services directly from our vendors, using the following guidelines, consistent with the County's Purchasing Policy Manual (available at <http://www.showmeboone.com/PURCHASING/>):

- Small dollar purchases (\$2,500 or less) – require pre-approval from department Approving Official
- Purchases greater than \$2,500 – require P-Card Administrator's approval prior to purchase.

Total responsibility and accountability for the card resides at the department level. Each P-Card is issued to a named individual. The County of Boone is clearly identified on the card as the *Government* buyer of goods and services. Purchases are exempt from sales tax and the County's tax exempt number is printed on each P-Card, although it is the Cardholder's responsibility to ensure at time of purchase that sales tax is not included. Many vendors will require a copy of the sales tax exempt letter, which is provided to each Cardholder when cards are issued.

The County has several Term and Supply Contracts in place (listing is available at <http://www.showmeboone.com/PURCHASING/>). It is the responsibility of the Cardholder to review these contracts to determine if these provide the best price available.

Purpose of Card:

The purpose of the P-Card is to accomplish the following:

- Reduce the cost of high volume, low dollar amount transactions. The program helps reduce the quantity of checks, small dollar purchase orders and payment requisitions.
- Provide an efficient method of purchasing and paying for commodities and services by reducing processing time and paperwork.
- Reduce field crew travel time involving purchases.
- Develop reasonable and enforceable policies, procedures and audit controls. The program is NOT intended to avoid or bypass appropriate purchasing or payment procedures. Rather the program compliments the existing processes available.
- Increase the number of vendors immediately accessible by the County of Boone by permitting purchases from vendors that do not accept purchase orders.
- Improve management reporting on low dollar amount transactions.

IV. Eligible Cardholders:

All County of Boone elected officials and employees and State of Missouri employees authorized to perform business activities on behalf of the County of Boone are eligible to obtain a County P-Card. The card is not to be issued to or used by contractors working for the County. Application forms may be obtained on the shared drive (S:\ALL\P-CARD\Account Action Request) or by contacting the Treasurer’s Office at 886-4364. Elected Official/Department Head authorization is required before a card will be issued.

V. Purchasing Card Program Controls:

The Approving Official is responsible for reviewing the transactions of individual Cardholders to make sure those transactions are legitimate and appropriate.

The County has guidelines for maximum controls on P-Cards. When the supplier at the point-of-sale requests a purchase authorization, the P-Card system validates the transaction against preset limits established by the employee’s Elected Official/Department Head within established County guidelines. All transactions are approved or declined electronically based on the P-Card authorization criteria established. The authorization criteria may be adjusted periodically by sending a *Purchasing Cardholder Account Action Request Form* to the Treasurer’s office. Authorization criteria may be adjusted temporarily by sending an email to the P-Card Administrator as needed. Control criteria may include, but not be limited to, the following:

- Number of transactions allowed per day, week or month
- Single transaction limit (varies by card)
- Monthly spending limit
- Approved merchant category codes

1. Card Limits Per Cardholder:

- A. The MAXIMUM DOLLAR amount PER TRANSACTION per Cardholder for the P-Card will be set by the Elected Official/Department Head at an appropriate level between \$100 and \$2,500.
- B. The MAXIMUM DOLLAR amount allowed PER MONTH for Cardholder will also be set by the Elected Official/Department Head at an appropriate level between \$1,000 and \$10,000 per month.
- C. The MAXIMUM NUMBER of TRANSACTIONS allowed PER DAY per Cardholder is set by the Elected Official/Department Head at an appropriate level not to exceed 10 transactions per day.

2. Exclusions by Merchant Category Code (MCC):

MCC is a numeric 4-digit code the credit card company assigns to each merchant to identify the merchant's primary product or service. Specific MCCs are excluded from use on all County of Boone's P-Cards. These exclusions will cause a transaction to decline at merchants registered with these codes: 1) Access to cash such as banks, ATMs, casinos and lotteries; 2) utilities such as cable or telephone services; 3) personal service providers such as barber and beauty studios, health spas and carpet cleaners; and, 4) amusement and entertainment vendors, such as theaters, bowling alleys and arcades. NOTE: if a merchant accepts the issuing bank's credit card, but does not accept an individual's card, and the Cardholder believes the purchase should be allowed, call the P-Card Administrator to check the Merchant's MCC code.

VI. Allowable Use of Purchasing Card:

- Merchandise costing less than \$2,500 such as supplies, tools, small equipment, etc.
- Airfare, lodging, registration fees.
- Catering and food for business use.
- Professional services.
- Subscriptions.
- P-Card purchases in accordance with the County's Purchasing Policy Manual, available at: <http://www.showmeboone.com/PURCHASING/>
- Online purchases using a secure website.

VII. Prohibited Use of Purchasing Cards:

The following types of items **MAY NOT** be purchased with a County P-Card:

- Purchases that do not have department level approval.
- Purchase of any item exceeding \$2,500 in value. Exceptions for purchases greater than \$2,500 may be made with **prior** approval by the P-Card Administrator (**before transaction is made**).
- Cash advances, cash refunds.
- Purchase of personal items.
- Purchase of travel-related meals (except as authorized pursuant to Sheriff's Policy for Inmate Transportation). Employees should file a *Claim for Travel Reimbursement* using the applicable per diem M&IE rate.
- Purchase of lease or rentals that require signed agreements and/or extend over a period of time.
- Purchases pursuant to any Maintenance/Service/Licensing Agreements which requires a contract signature.

- Purchases including sales tax. The Cardholder is responsible for notifying the vendor, at the out-set of a P-Card transaction that it qualifies as a tax-exempt purchase. Cardholders should inspect receipts immediately to confirm that sales tax has not been charged and take appropriate corrective action. If a vendor will not honor the County's tax-exempt status, the Cardholder should notify the Auditor's Office.
- Back-ordering is not allowed (use Purchase Order when item is not readily available).
- Any merchandise, product or service normally considered to be inappropriate use of County funds.

VIII. Cardholder Violations and Penalties:

All prohibited uses of the P-Card constitute a violation and are to be recorded in an email by the Elected Officials/Department Heads or Auditor's Office to the P-Card Administrator. **It is very important for notification of violations be sent to the P-Card Administrator so these can be tracked.** Appropriate action will be taken by the P-Card Administrator and Elected Official/Department Head. Elected Officials/Department Heads and the P-Card Administrator have authority to cancel a card at any time.

Listed below are Cardholder violations and an explanation of what is the appropriate consequence/penalty of each.

1. Personal Purchases - defined as anything that is not purchased for use and ownership by the County. It is a violation of County policy to make ANY personal purchase or personal transaction with a County P-Card, whether or not the Cardholder intended to pay the County back for the purchase. Should this policy be violated, the County must be reimbursed immediately for the amount of the personal purchase. The P-Card may be revoked. Any violation of this policy may be investigated and could result in termination and/or criminal prosecution.
2. Cash or Cash Type Transactions – defined as cash and/or cash in lieu of credit for the return or exchange of a purchase. It is a violation of County policy to make a cash or cash type transaction using the County P-Card. Violation of this policy will result in having the card revoked and possible further investigation that could result in termination and/or criminal prosecution
3. “Split” Purchases – “split” purchases occur when a single purchase costing more than \$2,500 or the Cardholder's particular transaction limit, are split into multiple P-Card transactions to circumvent the \$2,500 maximum or single purchase transaction limit. It is a violation of County policy to split purchases as described. Violation of this policy may result in revoking the P-Card.
4. Cardholder Use Only - Only the employee whose name is embossed on the card may use the card. No other individual is authorized to use the card.

5. Exceeding Cardholder's Dollar Limit – It is the responsibility of the ordering department to ensure all “extra” charges such as freight handling, set-up, etc., are considered before a P-Card transaction is made. A vendor's willingness to honor a P-Card transaction exceeding the Cardholder's single transaction limit does not authorize the Cardholder to make purchases.
6. Conflict of Interest - Purchases from vendors that create conflicts of interest, e.g. companies owned by the County employee or relatives or where the employee has or will gain or benefit directly or indirectly from the purchase.
7. Other Prohibited Uses – Repeated failure to comply with all other prohibited uses of P-Card listed in Section VII of this policy will be addressed case-by-case by the P-Card Administrator and Elected Official/Department Head using the following as a recommended process:
 - A warning is issued to the Cardholder when the first violation is identified.
 - For the second violation the card is suspended for a billing cycle.
 - If problems continue after the card is reinstated, the card may be canceled up to a year.
 - An Elected Official/Department Head may skip all these steps if the incident is severe enough.
 - Any fraudulent or personal use of the P-Card by Cardholder may result in termination and/or prosecution.

IX. Departmental Violations:

- Failure to submit reconciled *Transaction Envelopes* to Auditor's Office on or before the 20th of each month.
- Failure to submit proper documentation.

Penalties Imposed –

- A warning is issued the first time by the Auditor's Office and the problem is turned over to the P-Card Administrator if severe enough.
- The Elected Official/Department Head and/or Approving Official will be contacted with the second occurrence and cards for the entire department may be suspended for a billing cycle.
- Cards may be canceled up to a year for a third occurrence.

X. Disputing Transactions:

If there is a dispute about a transaction, the Cardholder should first try to resolve it with the merchant. An example of a disputed charge is a double charge or if the department was delivered sub-standard goods or services.

If an item has been charged but has not been received, contact the merchant to verify shipment date. If the item has been or will be shipped soon, it is recommended that the charge be paid at the time of the monthly billing cycle.

Disputed amounts not resolved with the merchant must be declared by written notice to the credit card company within 60 days of receipt of the monthly credit card statement on which the disputed item(s) first appears.

XI. Fraudulent Transactions:

A fraudulent charge is misuse of the program, either internally or fraud due to a lost or stolen card, or if an account number has become compromised.

Immediately upon suspecting fraudulent transactions, the Cardholder must notify:

- **Credit card company**
- P-Card Administrator
- Approving Official of Cardholder’s department

XII. If Card is Lost or Stolen:

Immediately upon realizing the P-Card is lost, stolen or misplaced, the Cardholder must notify:

- **Credit card company**
- P-Card Administrator
- Approving Official of Cardholder’s department
- Complete the *Report a Lost or Stolen Purchasing Card Form*

Note: The County of Boone is not liable for the payment of charges incurred if the use of a lost/stolen P-Card is **reported lost or stolen** via facsimile or telephone **within twenty-four (24) hours after the Cardholder learns of the loss or theft**. If the P-Card is not reported within this time frame, the County shall be liable for all charges associated with the lost or stolen card until the date the County notifies the credit card company of such loss or theft.

The Cardholder may be held liable for all charges incurred should they be determined to be negligent in reporting the card lost/stolen.

XIII. Cancellation of Cards:

The Cardholder will surrender and cease use of card on termination of employment, whether for retirement, voluntary separation, resignation, dismissal, transfer or relocation. The Cardholder

may also be asked to surrender the P-Card at any time deemed necessary by an Elected Official/Department Head, Approving Official, or the P-Card Administrator.

The Approving Official must collect the card (and any outstanding receipts) at the time the employee's termination is made known. The department must notify the P-Card Administrator immediately via email or phone to cancel the card. A written explanation of the circumstances for cancellation must be sent to the P-Card Administrator within 48 hours of requesting the cancellation.

If a Cardholder transfers from one County department to another, the Approving Official must notify the P-Card Administrator to change the Cardholder's set-up to reflect that transfer and the date the transfer becomes effective. A new card will be ordered to reflect the correct department.

XIV. Cardholder Audits:

The Treasurer's Office will conduct annual reviews of the Purchasing Card Program and Cardholder transactions, Purchasing Card Policy, Purchasing Card Administrative Procedures, and Purchasing Card Training. The Auditor's Office will conduct monthly reviews of the *Transaction Envelopes* submitted for payment to ensure proper account coding and budgetary compliance, compliance with P-Card acceptable use policies and complete documentation. The Purchasing Department will conduct periodic reviews of transactions to ensure appropriate procurement and purchasing practices. Any findings of abuse or misuse of the card shall be reported to the Approving Official and the Cardholder's Elected Official/Department Head. The P-Card Administrator shall determine the action to be taken in accordance with the *Penalties Section*.

XV. Purchasing Card Administrator:

The Treasurer's and Auditor's Offices shall monitor the performance of the program.

The Purchasing Card Policy and Purchasing Card Administrative Procedures will be distributed to each Cardholder annually for review. In conjunction, a P-Card quiz must be completed by each Cardholder annually in order to continue participating in the Purchasing Card Program. Failure to complete the P-Card quiz will be reported to the Approving Official and the Cardholder's Elected Official/Department Head. The P-Card Administrator shall determine the subsequent action to be taken.

All questions or concerns shall be directed to the following:

Direct policy or administrative related questions to the Boone County Treasurer's Office: (573) 886-4364

Direct accounting related questions to the Boone County Auditor's Office: (573) 886-4275

Direct procurement related questions to the Purchasing Department: (573) 886-4391

COUNTY OF BOONE – MISSOURI

ADMINISTRATIVE PROCEDURES FOR COUNTY PURCHASING CARD



Boone County Treasurer

801 E. Walnut, Room 205

Columbia, MO 65201

Phone: (573) 886-4364

Fax: (573) 886-4369

Revised: March 10, 2009 for CPA System

Revised: August XX, 2012

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Differences between the County's Purchasing Card & a Regular Credit Card:

This Purchasing Card (P-Card) operates similar to a regular credit card. However, as a P-Card, there are differences that you should be aware of:

1. Your department is responsible and liable for all charges made on your card. Unlike regular credit cards which have a limited liability if lost or stolen, the County *is liable* for all purchases made with a County P-Card.
2. The transactions charged to your P-Card are billed directly to the credit card company even though the name of the Cardholder is on the card. The merchant is paid by the credit card company, and the County is invoiced by the credit card company.
3. Your P-Card should be treated with extreme care. Remember, it is County property and you are responsible for its security. NEVER use the card to make a personal or prohibited purchase.
4. Guard your P-Card account number closely! Do not post it at your desk or write it in any place that is easily accessible to others.
5. The ONLY person entitled to use the P-Card is the CARDHOLDER whose name appears on the face of the card. DO NOT lend your card to another person for use.

Issuance of Purchasing Card:

- A. An Elected Official/Department Head identifies the need for a P-Card and fills out the *Purchasing Cardholder Account Action Request Form*. This form sets the limits on the card, identifies the Reconciler and Approving Official for the Cardholder, and authorizes the P-Card Administrator to order the card.
- B. The P-Card Administrator orders the card.
- C. The Cardholder reads the County Purchasing Card Policy and Administrative Procedures for County Purchasing Card, successfully completes the P-Card quiz, and signs the *Agreement to Accept the Terms of Use of a Purchasing Card Issued by the County of Boone – Missouri* before a card will be released. The Cardholder receives the card **in-person**
 - For cards issued to the Sheriff's Department, Leasa Quick obtains the signature on the agreement form and issues the card to the Cardholder.
- D. The Cardholder must sign the back of the P-Card in the presence of the P-Card Administrator.
 - For cards issued to the Sheriff's Department, Leasa Quick witnesses the Cardholder's signature on the P-Card.

- E. Cardholder's Approving Official or Reconciler must have Internet access to the credit card company's web site in order to review transactions.

How the Process Works:

Step 1 – Cardholder verifies appropriate funds are available in budget BEFORE making a purchase.

Step 2 – Cardholder makes a tax exempt purchase, obtaining discounts where possible.

After identifying a needed purchase that falls under the County's Purchasing Card Policy, obtain the best possible price. Remember many vendors offer government discounts.

The County has many term and supply contracts in place; continue using these in all appropriate circumstances. For a list of vendors for which a Term and Supply Contract exist, see <http://www.showmeboone.com/PURCHASING/>. It is the responsibility of the Cardholder to review these contracts to determine if these provide the best pricing.

Many of the purchases will be made at the store in person. Purchases may also be made over the phone, fax, mail, and over the Internet.

Ensure the purchase was made tax-exempt (i.e., exempt from in-state sales taxes). The County's tax exemption number is embossed on card, however many vendors will require a copy of the County's Sales Tax Exempt Letter. In the event a Missouri vendor will not honor the County's tax exemption, contact the Auditor's Office. Occasionally, other states will honor the County's tax exempt status, but this usually entails additional steps. Cardholders are encouraged to inquire about this possibility when purchasing from out-of-state vendors and may contact the Auditor's Office for assistance with the process.

Shipping/delivery costs must be inclusive within the total transaction cost and not billed separately.

Step 3 – Cardholder receives the goods and obtains a receipt.

When purchasing at a store, receive the goods and obtain a receipt at the time of purchase. Goods ordered by phone, fax or mail will be received in the mail or by freight carrier.

Every purchase must be documented with a receipt which will typically be a standard store receipt. If having a purchase shipped, request an invoice (marked paid) in addition to the packing slip in order to have adequate receipt that includes total costs. Under certain circumstances, such as magazine subscriptions, copies of the order forms will be acceptable as receipts.

Keep the charge slip attached to the receipt for each transaction. Keep all receipts for use in preparing *Transaction Envelopes*. All receipts must contain the following information (If not

provided by the merchant, the Cardholder must handwrite the missing information on the receipt):

- Date the purchase was made
- Merchant identification (name)
- An itemized description of items purchased, including quantity
- Per item cost
- Total Cost
- Cardholder identification (card account number and Cardholder name)

Remember: Save all P-Card receipts, invoice copies and detailed store cash register receipts. Proper documentation included with the *Transaction Envelope* is reviewed by the Auditor's Office and is mandatory.

If the original receipt, which is REQUIRED, is not available from the merchant or if it has been lost, your supervisor will be required to complete the *P-Card Affidavit for Missing Receipts Form*.

For Internet Purchases with P-Card:

- When placing an order from a web site, check to see if the site is running a secure web server by checking if the web address includes https:// or finding a key symbol in the lower left hand corner of the web browser. If the key is broken or the address does not include https://, the web server is not secure and your P-Card number will be sent across the Internet in plain text. By using an unsecure connection, someone intercepting your message would be able to read your P-Card number. If the key is solid or includes https://, the web server is running a secure web server software and your P-Card number will be encrypted. Encryption transforms data into unreadable form to ensure privacy. Departmental policies and good judgment should be used when ordering over the Internet.
- Payments processed through online retailers such as PayPal or Amazon.com is allowed. When completing the *Transaction Envelope*, the name of the original merchant is required in the beginning of the "Notes" section, before entering any other description
- Locate and follow the instructions for making the purchase on a tax-exempt basis. This may require a phone call to the vendor.
- **At the time the order is placed**, the individual employee making the electronic purchase is required to download a receipt or record of the order placed for future reference. Some e-companies provide you a confirmation of the order electronically and some do not. This process ensures a record of the transaction. The downloaded order documentation must be submitted with the *Transaction Envelope* for the items that have been charged for that period.
- **Cardholders are responsible for ensuring that items ordered and paid for are received.** If the items are not received as ordered, it is the sole responsibility of the individual Cardholder ordering the merchandise to contact the vendor and rectify the situation. Erroneous billings will be charged to the appropriate budget if the protested activity is not rectified.

- Additional caution must be made with regard to **shipping and handling charges**. Often the minimum charges for shipping and handling can exceed the savings or value the employee thinks they are obtaining in behalf of the County. It is not uncommon for the shipping and handling to be a large percentage of the total expenditure, canceling out any savings that would have been realized.

Step 4 – Cardholder verifies the goods received are what was ordered and works with merchant to correct any problems.

The Cardholder is responsible for working with a merchant to correct any problems with the goods received. Exchanges and credit transactions must be recorded on the *P-Card Affidavit for Missing Receipts Form* if a credit receipt is not available. If Cardholder cannot resolve the problem with merchant then the P-Card Administrator should be contacted.

Step 5- Cardholder completes optional *Purchasing Card Receipt Form*, obtaining Supervisor or Approving Official signature.

As deemed appropriate by a department, **each** Cardholder should complete the *Purchasing Card Receipt Form* for all purchases made, making sure that the original merchant cash register receipt and credit card receipt or invoice is attached, and obtain Approving Official signature. If the receipt will not fit in space provided, please write “ATTACHED” and staple to the form. For large departments, it is recommended that *Purchasing Card Receipt Form* be completed and forwarded to Reconciler (Submitter) for entry into the credit card company’s online Control Pay Advanced system (CPA System) on a **weekly** basis.

For conference or training-related hotel charges, attach a copy of the conference brochure (or other similar documentation) that indicates the conference name, date, and location to the P-Card hotel receipt in order to identify the conference dates. NOTE: Personal charges (extended days, internet, room service, movies, phone calls, etc...) should not be charged to the P-Card. The Cardholder should arrange for personal payment of all personal charges at the time of check-out so that the net charges to the P-Card consist of business-related expenses only. Conference and training related expenditures should be consistent with the Personnel Policy Manual, found at <http://www.showmeboone.com/HR/>.

P-Card transactions are available to Cardholders and Reconcilers (Submitters) on a daily basis as they are received by the bank per the credit card company’s web site (<https://controlpayadvanced.com>). **Each Cardholder is encouraged to review their transactions on a regular basis to ensure that a receipt has been received and turned in to the appropriate person for every item on the transaction report, and that all transactions are appropriate and correct.**

Step 6 –Reconciler (Submitter) will Assign Department/Account Codes in CPA System, using *Purchasing Card Receipt Forms* or original receipts as backup.

This can be done throughout the month as *Purchasing Card Receipt Forms* or receipts are received or as deemed appropriate by the Reconciler (Submitter).

Step 7 –Reconciler (Submitter) will Reconcile Purchasing Card Receipt Forms or receipts and Create Transaction Envelopes for each Cardholder.

Monthly credit card statements are available for download from the credit card company's web site (<https://controlpayadvanced.com>) the next business day following the 10th of each month. Statements should be printed and reconciled against the *Purchasing Card Receipt Forms* or receipts verifying that all transactions have a corresponding receipt with appropriate signature. Once all receipts are obtained, reconciler should log into the CPA System and create *Transaction Envelopes* to be submitted to Auditor's Office **NO LATER** than the 20th of each month.

Disputing Transactions:

The County of Boone is liable for all purchases made with the P-Card. This liability is subject to negotiation written notification to the credit card company. The credit card company will investigate and determine whether the County is liable for the charge(s).

If there is a dispute about a transaction, the Cardholder should first try to resolve it with the merchant. If the Cardholder cannot resolve the dispute then they should contact the P-Card Administrator.

An example of a disputed charge is a double charge or if the department was delivered sub-standard goods or services.

If an item has been charged but has not been received, contact the merchant to verify shipment date. If the item has been or will be shipped soon, it is recommended that the charge be paid at the time of the monthly billing cycle.

Disputed amounts not resolved with the merchant must be declared by written notice to the credit card company within 60 days of receipt of the monthly credit card statement on which the disputed item(s) first appears.

Fraudulent Transactions:

A fraudulent charge is misuse of the program, either internally or fraud due to a lost or stolen card, or if an account number is to become compromised.

Immediately upon suspecting fraudulent transactions, the Cardholder must notify:

- **The credit card company, Commerce Bank: 1-800-892-7104**
- P-Card Administrator: 886-4364
- Approving Official of Cardholder's department

If Card is Lost or Stolen:

Immediately upon realizing the P-Card is lost, stolen or misplaced, the Cardholder must notify:

- **The credit card company, Commerce Bank: 1-800-892-7104**
- P-Card Administrator: 886-4366
- Approving Official of Cardholder's department
- Complete the *Report a Lost or Stolen Purchasing Card Form*

Note: The County of Boone is not liable for the payment of charges incurred if the use of a lost/stolen P-Card is **reported lost or stolen** via facsimile or telephone **within twenty-four (24) hours after the Cardholder learns of the loss or theft**. If the P-Card is not reported within this time frame, the County shall be liable for all charges associated with the lost or stolen card until the date the County notifies the credit card company of such loss or theft.

The Cardholder may be held liable for all charges incurred should they be determined to be negligent in reporting the card lost/stolen.

Cancellation of Cards:

The Cardholder will surrender and cease use of P-Card on termination of employment, whether for retirement, voluntary separation, resignation, dismissal, transfer or relocation. The Cardholder may also be asked to surrender the P-Card at any time deemed necessary by an Elected Official/Department Head, Approving Official or the P-Card Administrator.

The Approving Official must collect the card (and any outstanding receipts) at the time the employee's termination is made know. The department must notify the P-Card Administrator immediately via email or phone to cancel the card. A written explanation of the circumstances for cancellation must be sent to the P-Card Administrator within 48 hours of requesting the cancellation (*Purchasing Cardholder Account Action Request Form* should be used).

If a Cardholder transfers from one County department to another, the Approving Official must notify the P-Card Administrator to change the Cardholder's set-up to reflect that transfer and the date the transfer becomes effective. A new card will be ordered to reflect the correct department. (Again, the *Purchasing Cardholder Account Action Request Form* should be used).

Assigned Responsibilities:

The following is a summation of the responsibilities of the individuals and departments involved in the P-Card program.

Cardholder:

- Holds and secures P-Card.
- Confirms availability of funds prior to making purchases.
- Orders/Receives materials and services.
- Verifies there is no sales tax or back-orders included.
- Collects and saves sales receipts.

- Completes *Purchasing Card Receipt Form* as deemed appropriate by departments.
- Handles disputed items.
- Reviews expenditures with Cardholder's Supervisor/Approving Official in a timely manner.
- Complies with all County purchasing policies and P-Card policies and procedures.
- Cancels lost or a stolen card by notifying the P-Card Administrator and Elected Official/Department Head as soon as the loss is discovered.

Reconciler:

- Collects *Purchasing Card Receipt Forms* for the department to be processed for account debiting.
- Matches *Purchasing Card Receipt Forms* or original receipts to the Cardholder monthly credit card statement and completes the online *Transaction Envelope*.
- Assigns proper account codes for all transactions in CPA System.
- Process all *Transaction Envelopes* in a timely manner. Forwards *Transaction Envelopes*, and supporting receipts to the Auditor's Office by the 20th of each month.

Approving Official:

- Reviews all *Purchasing Card Receipt Forms* for all assigned Cardholders to ensure validity of transactions.
- Ensures that no sales tax or back-orders are included
- Confirms availability of funds in proper account codes.
- Verifies appropriateness of account codes (i.e. Account/Department).
- Complies with all County purchasing policies and P-Card policies and procedures.
- Monitors department activity to ensure there is no fraudulent intent or misuse of the program by department's Cardholders.

Elected Official/Department Head:

- Requests P-Card from P-Card Administrator.
- Sets departmental spending limits within established guidelines.
- Designates representatives responsible for authorizing charges.
- Collects cards from Cardholders upon severance of employment.
- Notifies the P-Card Administrator of cards that must be terminated.
- Complies with all County purchasing policies and P-Card policies and procedures.

Auditor's Office:

- Receives combined statement from the credit card company for monthly P-Card charges.
- Receives P-Card *Transaction Envelopes* from Reconcilers.
- Prepares ACH request, routes to Commission for signature and then to Treasurer for payment.
- Reviews completed P-Card *Transaction Envelopes* from department Reconcilers for the following:
 - Proper account coding and budgetary compliance;
 - Proper and complete documentation for all charges;
 - Compliance with P-Card acceptable use policies.
- Notifies Approving Official and P-Card Administrator of exceptions, violations, and/or discrepancies.
- Posts P-Card activity to accounting ledger, recording reimbursements, refunds, and all other amounts due to the County as receivables and follows-up as needed to ensure timely resolution.
- Prepares summary report of charges by department and routes to Commission for review and approval.
- Retains *Transaction Envelopes* and documentation in Auditor's Office.

Purchasing Department

- Conducts periodic reviews of P-Card transactions to ensure procurement and purchasing practices conform to the Purchasing Card Policy and County Purchasing Policy.

Purchasing Card Administrator (Treasurer's Office):

- Coordinates Purchasing Card Policy and serves as the primary contact with the credit card company and the liaison for individual departments.
- Maintains online Cardholder hierarchy for control and reporting purposes.
- Maintains dollar transaction limits for Cardholders; oversees any necessary and required modifications.
- Coordinates issuance and cancellation of cards. Processes properly authorized card requests and card changes. Retains P-Card files on each Cardholder and documents applicable P-Card activity in the file.
- Blocks merchant codes when appropriate.
- Maintains Purchasing Card Policy and Cardholder guides/manuals.
- Assists in resolving billing disputes, if required.
- Performs annual review of Purchasing Card Program and Cardholder transactions, Purchasing Card Policy, Purchasing Card Administrative Procedures and Purchasing Card Training.

Forms:

- A. ***Purchasing Cardholder Account Action Request:*** To initiate issuance of a new card or make changes to an existing card requires completion of *Purchasing Cardholder Account Action Request Form* by the employee's immediate supervisor and or Elected Official/Department Head. This form should be sent via inter-office mail or email to P-Card Administrator.
- B. ***Agreement to Accept the Terms of Use of a Purchasing Card Issued by the County of Boone - Missouri:*** Form signed by Employee upon completion of training, acknowledging receipt of P-Card and Purchasing Card Policy.
- C. ***Dispute Form:*** To dispute a charge to P-Card account, the Cardholder must complete the *Dispute Form* and return the form to the credit card company's office within 60 days from the posting date statement. Return by mail to PO Box 13607, Kansas City MO 64105 or Fax to (816) 760-7935 or email dispute@commercebank.com or commercial.card@commercebank.com.
- D. ***Report Lost or Stolen Purchasing Card:*** To report a lost or missing card, the Cardholder must complete the form and return the form to the credit card company's office: FAX number (816) 760-7935 or email dispute@commercebank.com or commercial.card@commercebank.com as soon as the card is discovered lost or stolen.
- E. ***Purchasing Card Receipt Form:*** For the Cardholder to document purchases made on P-Card.
- F. ***P-Card Affidavit for Missing Receipts:*** All purchases and returns require a receipt. In extreme circumstances, this form shall be completed by the Cardholder's Approving Official for purchases with no receipt documentation.

NOTE: The following forms are available on the County's Shared Drive located at S:\ALL\P-CARD

- Boone County *Purchasing Cardholder Account Action Request Form*
- Boone County *Purchasing Card Dispute Form*
- Boone County *P-Card Affidavit for Missing Receipts Form*
- Boone County *Report a Lost/Stolen Purchasing Card Form*
- Boone County *Purchasing Card Receipt Form*

If forms are accessed via the shared drive – please remember to save to your own computer before modifying, as these are the County wide forms that all Cardholders will need to use.

**AGREEMENT TO ACCEPT THE TERMS OF USE OF A PURCHASING CARD ISSUED BY
THE COUNTY OF BOONE – MISSOURI**

I, _____, hereby acknowledge receipt of a County of Boone Purchasing Card and *Purchasing Card Policy*. As a Cardholder, I agree to comply with the terms and conditions specified in this Agreement and the *Purchasing Card Policy*. I understand that the purchases I make using this Purchasing Card are limited in the dollar amounts indicated below:

Single Purchase Limit (between \$100 and \$2,500): \$ _____
Spending Limit per Month (from \$1,000 to \$10,000): \$ _____
Transaction Limit: #/day (not to exceed 10): _____

I understand that my Department at the County of Boone is liable to the credit card company for all of the charges made on this card. I agree to use this card for County of Boone purchases necessary to complete job-related tasks and agree not to charge personal or other non-county purchases which are not permitted or authorized under the purchasing card policy or this agreement. I understand that unauthorized use of this card or use of this card in violation of this agreement or purchasing card policy may subject me to criminal prosecution under state law and that the County of Boone will audit the use of this card and report any non-appropriate use. I further understand that any use of this card that is not in strict compliance with this Agreement may result in disciplinary action, up to and including, termination of employment. I understand and agree that I am personally liable for payment for and/or reimbursement to the County of Boone for unauthorized charges and for permitting an unauthorized person to use of this card for unauthorized purposes. In the event it is necessary for County of Boone to sue me for payment or reimbursement, I agree that in addition to any unauthorized or prohibited charges I am and will be liable for payment or reimbursement of any collection costs incurred by the County of Boone, including reasonable attorney's fees, court costs, and any other reasonable expenses incurred by the County of Boone in obtaining payment or reimbursement for unauthorized use of this card. If I am paid by the County, I authorize the County of Boone to deduct from my paycheck any amount charged on the card for anything other than bona fide County purchases. The County will notify me in writing of such deductions which will be applied to one or more paychecks as necessary until the amount is fully recovered. I agree to notify the County within seven days of this notice if I intend to appeal the deduction to the Boone County Commission. This authorization is extended to deductions from my last paycheck if I am leaving the employment of the County of Boone.

I understand that the County of Boone may terminate my right to use this card at any time. I agree to return the card to the County of Boone immediately upon request or upon termination of employment.

Applicant:

Employee Signature: _____ Date: _____
Department: _____

Purchasing Card Administrator: _____ Date: _____
Elected Official/Department Head: _____ Date: _____

Please print name of Approving Official for this employee: _____

Please print name of Reconciler for this employee: _____

Please assign a default account number which original purchases will be recorded:

_____.

The transaction for \$ _____

Account # _____ is described below:

Please read carefully each of the following situations and check the ONE most appropriate to your particular dispute. If you have any questions, please call us at 1-800-892-7104. Or Mail to PO Box 13607, KCMO 64105. You may also fax the form to 816-760-7935.

1. CARDHOLDER DISPUTE

- I did participate in the above transaction; however, I dispute the entire charge, or a portion, in the amount of \$ _____.
- I am disputing this charge because _____

After I contacted the merchant, the following was/was not resolved: _____

2. UNAUTHORIZED MAIL OR PHONE ORDER*

- Neither I, nor any authorized user on this account, have authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.
*Upon receipt of this signed form we may close your account and issue you a new one in order to process an unauthorized, fraudulent charge as a dispute.

3. DUPLICATE PROCESSING

- I have been charged more than once for the same transaction.

4. MERCHANDISE NOT RECEIVED/SERVICES NOT RENDERED

- My account has been charged for the above listed transaction, but I have not received this merchandise.
- My account has been charged for the above listed transaction(s), but I have not received services from this merchant.
- My account has been charged for the above listed transaction, but I have since contacted this merchant and cancelled the order. I will refuse delivery should the merchandise still be sent.

5. MERCHANDISE RETURNED

- My account has been charged for the above listed transaction, but the merchandise has since been returned. Enclosed is a copy of my postal insurance receipt. (Please provide a copy with this correspondence.)

6. CREDIT NOT RECEIVED

- I have received a credit voucher for the listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed. The date on the voucher is between 30 and 90 days old.
- I have received a verbal credit voucher for the listed charge, but it has not yet appeared on my account. The name of the person who I spoke with at the Merchant is _____. It has been at least 30 days since I have been guaranteed a credit.

7. ALTERATION OF AMOUNT

- The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales drafter showing the amount I authorized. (Please include your receipt with this correspondence.)

8. INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE

- I do not recognize this charge. Please supply a copy of the sales draft for my review.

9. HOTEL/MOTEL GUARANTEED NO SHOW (RESERVATION)

- I made a reservation at _____, I cancelled the reservation. I cancelled the reservation on _____ (date) and my cancellation number is _____.
- Alternate lodging was arranged at _____ on _____ (date). Enclosed is a copy of my receipt for those reservations.
- If the previous two do not apply, please contact the merchant to clarify the dispute so that action may be expedited. I contacted this merchant on _____ (date). The following was not resolved: _____

(Use back if more room needed)

P-CARD AFFIDAVIT for MISSING RECEIPTS

The following expenditure was incurred for County business for which no receipt was available:

Vendor: _____

Purchase via: _____ Store _____ Fax
 _____ Phone Order _____ Internet

Date of Purchase: _____

Total Amount: _____

<u>Item Description:</u>	<u>Qty.</u>	<u>Cost per item</u>
_____	_____	\$ _____ each
_____	_____	\$ _____ each
_____	_____	\$ _____ each
_____	_____	\$ _____ each
_____	_____	\$ _____ each
_____	_____	\$ _____ each
_____	_____	\$ _____ each
_____	_____	\$ _____ each

Reason no receipt was acquired: _____

I affirm that the above described expenditure was incurred during the performance of official County business and pertained to County business.

Cardholder Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

**REPORT LOST OR STOLEN
PURCHASING CARD**

NOTE TO CARDHOLDER: **Immediately** upon discovering your card is missing, **phone Commerce Bank** at the number below. Follow up the call with this written confirmation by fax.

PHONE: 800 892 7104
FAX: 816-760-7935

Customer Service: This is a written confirmation to report a lost or stolen Purchasing Card.

Date:	
Account Number:	
Cardholder Name:	
Cardholder Address:	
Cardholder Phone Number:	
Time & Date that the lost card was reported to Commerce Bank (by phone):	
Name of Bank Personnel that the lost card was reported to:	
Reference Number:	

Cardholder Signature: _____ Date: _____

cc: Purchasing Card Administrator
Approving Official of Cardholder's Department

**County of Boone, Missouri
Purchasing Card Receipt Form**

Cardholder Name: _____

Acct# (Last 4): _____

Description of Purchase:

Attach Receipt(s) Here:



Total of Receipts \$ _____

Verification of No (In-State) Sales Tax

Cardholder Signature

Date

Supervisor/Approving Official Signature

Date

By signing this form: I certify that the goods, services, or charges specified above are necessary for the use of this department, and are solely for the benefit of the County, and have been procured in accordance with statutory purchasing requirements and Boone County Purchasing Card Policy

**Purchasing Cardholder Account Action Request
County of Boone**

<input type="checkbox"/> New Account	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Suspend Account	_____
<input type="checkbox"/> Re-activate Account	_____
<input type="checkbox"/> Change Limits (details below)	
<input type="checkbox"/> Authorization Override (details below)	
<input type="checkbox"/> Close Account (reason) _____	

<u>CARDHOLDER INFORMATION:</u>	
Cardholder Name:	_____
Cardholder Department:	_____
Cardholder Email Address:	_____
Cardholder Telephone #:	_____
Reconciler for Cardholder	_____
Approving Official for Cardholder	_____

<u>ACCOUNT CONTROLS (CARD LIMITS):</u>	
Max. \$ per Transaction (can be between \$100 - \$2,500)	\$ _____
Max # of Daily Transactions (can be between 1 - 10)	_____
Monthly Credit Limit (can be between \$500 - \$10,000)	\$ _____

<u>ACCOUNT AUTHORIZATION OVERRIDE:</u>	
Nature of Override:	_____
Reason Requested:	_____
Initial Contact w/ P-Card Admin made on	____/____/____ via _____
Date Override Expires:	____/____/____

Special Instructions: _____

____/____/____
Date of Request

____/____/____
Date Authorized

Departmental Approval

Purchasing Card Administrator

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

September Session of the July Adjourned

Term. 20 12

County of Boone } ea.

In the County Commission of said county, on the

27th

day of September 20 12

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby appoint/ reappoint the following:

Name	Board	Period
Rhonda Stone Lightfoot	Board of Adjustment	Effective: 9/27/2012 Expires: 9/27/2016
Roger Linneman	Building Code Commission	Effective: 9/27/2012 Expires: 9/27/2014

Done this 27th day of September, 2012.

ATTEST:

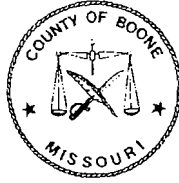
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

Dan Atwill, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin, District II Commissioner



Boone County Government Center
801 E. Walnut, Room 333
Columbia, MO 65201
573-886-4305 • FAX 573-886-4311
E-mail: commission@boonecountymo.org

~~MAILED 10/23/2012~~

Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Board of Adjustment Term: 8/9/2012

Current Township: Perche Today's Date: 8/9/2012

Name: Rhonda Stone Lightfoot

Home Address: 2541 W. Dripping Springs Road Zip Code: 65202

Business Address: 6033 Masonic Drive, Suite A Zip Code: 65202

Home Phone: 573-823-8018 Work Phone: 573-814-4663

Fax: _____ E-mail: rlightfoot@mohome.org

Qualifications: Cartographer for 29 years, served on Board of Adjustment in Hunt County, Texas
for 12 years, Surveyor for 10 years, and worked for the Public Works Department
in Greenville, Texas for 5 years so have the knowledge on understanding zoning,
planning and responsibility to constituents.

Past Community Service: Kiwanis (9 years), Jefferson City Youth Hockey League (6 years), Optimist Baseball Club
(7 years), American Red Cross Instructor/volunteer (3 years), 4H (3 years), Columbia
Chamber of Commerce Women's Network (2 years), and Boone County Historical
Society (1 year).

References: Keith Neese
901 S. Cedar Grove Blvd, Columbia, MO 65201
(573) 864-4146 Home
(573) 814-4663 (work)

Julie Wiecken
500 E. Lakeview
Centralia, MO 65240
(573) 489-7069 Cell
(573) 314-4663 Work

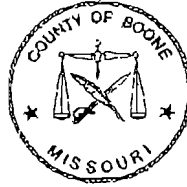
Frank Thomczak
4709 Pierre Street

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.

Applicant Signature

Return Application To: Boone County Commission Office
Boone County Government Center
801 East Walnut, Room 333
Columbia, MO 65201
Fax: 573-886-4311

Dan Atwill, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin District II Commissioner



Boone County Government Center
801 E. Walnut, Room 333
Columbia, MO 65201
573-886-4305 • FAX 573-886-4311
E-mail: commission@boonecountymo.org

Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: BUILDING CODE COMMISSION Term: 2014

Current Township: BOURBON Today's Date: 9/12/12

Name: ROGER LINNEMAN

Home Address: 112 E. PATTON STURGEON, MO Zip Code: 65284

Business Address: 1121 REAR MAIN, BOONVILLE, MO Zip Code: 65233

Home Phone: 573-687-2510 Work Phone:

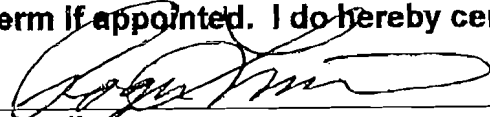
Fax: 660-882-3349 E-mail: r.linneman@meccoengineering.com

Qualifications: BSAE FROM KANSAS STATE UNIVERSITY - 1983
PROFESSIONAL ENGINEER - MISSOURI, KANSAS, ILLINOIS

Past Community Service: PREVIOUSLY SERVED ON THIS COMMISSION

References: FRED MALICONT COLUMBIA, MO
BOB DAVIDSON COLUMBIA, MO
BOB WEBER JEFFERSON CITY, MO

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.


Applicant
Signature

Return Application Boone County Commission Office
To: Boone County Government Center
801 East Walnut, Room 245
Columbia, MO 65201
Fax: 573-886-4311