

POLICY 450.10: PROCUREMENT CARD

OBJECTIVE

Small Order Purchasing System: To provide a small order purchasing system for Aviation Authority employees while ensuring that the purchasing of goods and services continues to be accomplished in accordance with the Aviation Authority's policies, and at pricing that is advantageous to the Aviation Authority.

Internal Controls: To establish internal controls so that procurement cards are used only for authorized purposes, and to limit the Aviation Authority's exposure to and liability from inappropriate use of the procurement card.

Payment Method: To provide a method of payment for certain purchases for the purpose of simplifying the payment process and reducing workload with a resultant reduction in time merchants must wait for payment.

Efficiency: To promote operational efficiency, reduction in payables transactions, and vendor goodwill.

SCOPE

Application: This policy applies to use of, supervision of, and administration of Aviation Authority procurement cards as a payment method for Aviation Authority purchases. It applies to employees who use or authorize the use of the procurement card, employees who approve purchases made with a procurement card, employees who administer any aspect of the program, including approving or making payments for procurement card purchases, and supervisors of employees who perform all of these functions.

Authority and Responsibility: This policy and procedure delineates the authorization and responsibilities within the Aviation Authority, provides a framework to administer the procurement card program, and is designed to ensure that a Cardholder uses the procurement card for Aviation Authority approved purchases only within the specific dollar and transaction limits that have been assigned to the Cardholder's procurement card.

DEFINITIONS

Authorized User or Cardholder: An individual appointed by the department Vice President who has been issued a procurement card with which to purchase goods or services in accordance with Aviation Authority policies.

Approving Official: An Aviation Authority employee that is authorized to verify and approve a Cardholder's procurement card transactions, in accordance with this policy.

Merchant Category Codes: A merchant category code (MC Code) is a four-digit number used by credit card companies to classify businesses. An MC Code indicates the types of services or goods being sold to customers.

Program Manager: The Program Manager manages the Procurement Card program for the Aviation Authority.

Notice of Violation: A notice issued to a Cardholder should transactions be deemed improper and/or unauthorized as defined within this operational procedure.

System of Record: The issuing Bank online platform used to order, cancel, and manage procurement cards, and reconcile transactions.

CHARACTERISTICS

A Procurement Card (P-Card) as referenced in the Aviation Authority policies is a credit card issued to the Aviation Authority in the name of an authorized user to purchase authorized goods and services within established limitations for Aviation Authority business purposes.

- Each card is unique and contains information such as the Cardholder's name, account number, and expiration date along with the Aviation Authority's name and tax-exempt number.
- A P-Card differs from a standard credit card due to the presence of additional controls. The Aviation Authority, not the Cardholder, is responsible for the payment of purchases made with an Aviation Authority P-Card. The Cardholder is responsible for ensuring all purchases are in accordance with this policy.

RESPONSIBILITIES

The Chief Financial Officer shall designate a Program Manager and a Payables Administrator.

Program Manager: The Program Manger manages the P-Card program for the Aviation Authority. The Program Manager reviews and updates policies and procedures, manages the issuance of P-Cards to authorized Cardholders, maintains an updated list of Cardholders and their Approving Officials, maintains associated documentation, recommends transaction and other limits in accordance with policy, provides orientation to new users, refresher training to current users,

ensures that appropriately authorized limits are maintained, ensures appropriate cancellation of accounts and destruction of expired or cancelled cards, and interfaces with the card issuer. The Program Manager may designate an individual within the Finance department to perform the day-to-day administrative functions in support of the responsibilities detailed above. The Program Manager is also responsible for issuing a Notice of Violation to a Cardholder should transactions be deemed improper and/or unauthorized as defined within this operational procedure.

Payables Administrator: The Payables Administrator ensures that payments to the card issuer are duly authorized, that Cardholders have provided required supporting documentation, that P-Card purchases and transactions are compliant with policies and procedures, and that invoices from the card issuer are reconciled.

Department Vice Presidents: Department Vice Presidents are responsible for:

- Appointing Procurement Cardholders within their departments and assigning dollar, transaction, and other limitations for their Cardholders' purchases within the policy guidelines;
- Assigning department Approving Officials who have knowledge of the job responsibilities of each Cardholder; and
- Administering disciplinary action based on notifications issued by the Program Manager in accordance with applicable policies and procedures.

Approving Official: Each Approving Official is required to attend an Approving Official orientation session, as well as attend periodic refresher training as deemed necessary by the Program Manager. Approving Officials will be responsible for completing disclosure forms and/or conflict of interest statements as required by Section 101.02, Code of Ethics and Business Conduct. Approving Officials shall sign a "Procurement Card Approving Official Agreement" (Form Number 450.10.4), and forward the form to the Program Manager before performing the following activities:

- The Approving Official shall review and approve each Cardholder's transactions and supporting documentation submitted for approval in order to verify that the goods or services purchased were for official use and that the transaction(s) were in accordance with policies and procedures;
- The Approving Official shall review and approve the transactions, billing statement(s) and associated

documentation submitted by Cardholders to verify that the required paperwork is attached and that the account codes assigned to the transactions are appropriate;

- The Approving Official shall assist the Cardholder in resolving any questions or issues about the purchases and shall approve the transactions within ten (10) business days after posting. Every effort should be made to approve transactions within the current billing cycle; and
- If a purchase is determined to be unnecessary or not for official use, then it will be the responsibility of the Approving Official to notify the Department Vice President and Program Manager and initiate an appropriate resolution activity, which may include:
 - Requiring the Cardholder to return the item for credit and obtain a credit voucher demonstrating the item has been returned for credit;
 - Recommending suspension and/or termination of the Cardholder's privileges for improper and/or unauthorized use as defined within this operational procedure; and
 - Recommending disciplinary action for improper and/or unauthorized use as defined within this operational procedure, and in accordance with Section 204.02, Allegations of Misconduct.

Note: In cases of suspected fraud, Section 150.02, Handling Suspected Dishonest, Fraudulent, or Wrongful Conduct should be followed. In addition to any administrative, disciplinary action and/or termination of employment that may occur as a result, the employee may be required to reimburse the Aviation Authority for the total amount of the improper charges and other expenses incurred by the Aviation Authority as a result of fraudulent use, such as collection costs, attorney fees, etc.

Cardholder: Each Cardholder is required to attend a Cardholder orientation session, as well as attend periodic refresher training as deemed necessary by the Program Manager. Cardholders shall sign a "Procurement Card Cardholder Agreement" (Form Number 450.10.2), and forward the form to the Program Manager before performing the activities that follow:

- The Cardholder is responsible to ensure the physical security of the P-Card and to protect the account;

- Cardholders are prohibited from lending their P-Card or sharing the P-Card account number with any other individual;
- The Cardholder is responsible for purchasing those goods or services required for use by the Aviation Authority that are governed by this policy and other Aviation Authority policies including the Local Developing Business and Minority and Woman Owned Business Enterprise policies;
- The Cardholder is responsible for reconciling transactions in the System of Record within five (5) business days of posting, and include required back-up documentation and business justification comments to support purchases and credits; and
- If the Cardholder has scheduled time away from the Aviation Authority, the Cardholder should make every effort to reconcile transactions in the System of Record prior to scheduled time away.

MERCHANT AUTHORIZATION

Merchant Purchase Authorization: Merchants are responsible for obtaining appropriate approval authorizations for credit card purchases, including P-Card transactions, from the credit card issuer. When a merchant seeks authorization for a purchase, the card issuer's authorization system will check each individual Cardholder's assigned spending limits before authorization for that transaction is granted. If any of the limit parameters are exceeded, then approval should be denied and the transaction should be blocked.

CARDHOLDER SPENDING LIMITS

Delegation of Authority: The delegation of authority that has been provided to each Cardholder establishes the maximum transaction value, daily transaction limit and monthly credit limit that are unique to each Cardholder within the specific merchant groups approved for use by the Program Manager. These limits will be included in the Procurement Card Application (Form 450.10.1).

Assigned Limits: Department Vice Presidents may, and are recommended to, assign limits lower than the policy maximums appropriate for members of their staff based upon the needs and responsibilities of the individual staff member.

The Department Vice President shall determine the transaction dollar value limits assigned to an individual card. The single transaction dollar value limit shall not exceed \$5,000 for any Cardholder without prior approval of the Department Vice President and the Chief Financial Officer.

The cumulative number of transactions that will be approved for a single Cardholder shall not exceed 10 in one (1) business day, except as authorized in accordance with an Emergency Situation as defined in Section 450.01, Procurement Introduction and Definitions. The Department Vice President shall determine the daily transaction limit assigned to an individual card.

The cumulative transaction dollar limit shall not exceed \$5,000 for a single purchase for a single Cardholder in any one (1) business day. The Department Vice President shall determine the cumulative transaction credit limit that will be approved for a single Cardholder within a one (1) day and any one (1) calendar month period.

A temporary increase in a Cardholder's spending limit may be authorized by the Program Manager with the approval of both the Department Vice President and the Chief Financial Officer or designee on a case by case basis.

Each Cardholder's transactions will be limited to MC Codes within specific groups that have been assigned to the individual Cardholder's P-Card. Temporary approval of MC Codes may be authorized by the Program Manager with the approval of both the Department Vice President and the Chief Financial Officer or designee on a case by case basis.

The Chief Executive Officer or designee shall establish limits as required for Emergency Situations as defined in Section 450.01, Procurement Introduction and Definitions.

CARD REQUESTS AND CHANGES

Card Requests: A "Procurement Card Application" (Form Number 450.10.01) shall be completed to initiate all requests for new Cardholders or to make changes to the records of current Cardholders. The form will be processed through the Program Manager who will forward the request to the card issuer to obtain the new P-Card or to process the change(s) requested.

Approval: The Department Vice President and the Program Manager must approve all requests for P-Cards. When the Program Manager receives the P-Card from the card issuer, the Cardholder will be notified by the Program Manager and will be required to attend an orientation session and complete and sign Form 450.10.2 prior to receiving their card.

PROCUREMENT CARD USE

Authorized Purchases: The P-Card is to be used for authorized purchases only. Authorized purchases are purchases of goods or services for the direct benefit and use of the Aviation Authority that

are consistent with the monetary limitations for such purchases by the Aviation Authority Cardholder as are established by the Aviation Authority's policies, including the authorization required pursuant to this policy.

Cardholders should utilize existing contracts and/or preferred vendors to ensure pricing that is most advantageous to the Aviation Authority.

Prohibited Purchases: A P-Card shall **not** be used for the purchase of the following items, including but not limited to:

1. Gift cards;
2. Gasoline;
3. Diesel fuel;
4. Heating oil;
5. Food or beverages;
6. Personal items;
7. Cash advances;
8. Capital items;
9. Travel expenses; or
10. Material Management Inventory Goods as defined by the Material Management Inventory List.

The above purchases may be authorized in accordance with an Emergency Situation as defined in Section 450.01, Procurement Introduction and Definitions, and Section 450.03, Non-Competitive Procurements.

The above purchases may be authorized on a case-by-case basis with written approval by both the Cardholder's Vice President and Chief Financial Officer or designee. If an approval exception is received, a copy of the written authorization must be attached to the receipt in the System of Record.

Goods or services normally processed through Section 430.02, Authorized Travel Expense and Subsistence, are expressly prohibited.

Registration fees for webinars and pre-approved local conference registrations and/or training seminars are authorized P-Card purchases.

For purposes of this section, capital items are defined per Section 420.02, Fixed Assets Capitalization Threshold, as items of value greater than \$5,000 having a useful life of more than one year and components of those items having a useful life of more than one year that in the aggregate exceed \$5,000, such as a credenza with an attached overhead shelving system. Replacement parts or repairs are not capital items.

The P-Card shall not be used to purchase non-capital items over \$5,000 or to purchase components that in aggregate exceed \$5,000, except as authorized by the Chief Executive Officer or designee in an Emergency Situation, as indicated in the section of this policy that describes Cardholder Spending Limits.

The P-Card shall only be used to purchase items funded by the Operations and Maintenance Fund. Exceptions to the Operations and Maintenance Fund restriction may be granted only with the written consent of the Chief Financial Officer.

Over-The-Counter Purchases: When a purchase is made over the counter, the Cardholder is to obtain a customer copy of the charge slip and a merchant receipt if one is issued. The charge slip or related receipt must show in sufficient detail the types and numbers of items purchased and the unit cost. The charge slip/receipt should also indicate that no sales tax was charged.

Foreign Purchases: If a Cardholder needs to purchase goods from a foreign merchant, a P-Card may be used for the purchase. International Service Fees that may be charged for foreign purchases by the card provider are allowed.

Purchases By Telephone or Internet: Purchases may be made by telephone or internet when the goods or services can be described in sufficient detail so that the parties to the transaction have a clear understanding of what is being acquired. When a purchase is made by telephone or internet, the Cardholder shall instruct the merchant:

- To include on the shipping document, receipt, and/or packing slip the words: "*Procurement Card Purchase*" and to insert the word "*Visa - (Cardholder's name)*" in place of a purchase order number in the appropriate space(s). An itemized invoice with unit prices and item descriptions shall be included and also marked as P-Card purchase. The information on this document will allow Material Control to verify the shipment and notify the Cardholder that the shipment has been received;
- To charge the P-Card on the date when shipment is made or service provided so that receipt of shipment or performance of service can be reconciled against the appropriate entry on the Cardholder's billing statement;
- To only include in the sale those items that the merchant has in stock and available to ship;

- That the Aviation Authority does not allow "back orders" to be charged; and
- That the items ordered must ship complete to arrive at the Aviation Authority no later than 30 days from the date of placing the order.

Receipts and Proof of Purchase: The Cardholder is solely responsible for retaining all itemized receipts, charge slips, packing lists, and/or other proof-of-purchase documents associated with P-Card transactions for the purpose of submitting reconciled billing statements for approval and payment. For lost or misplaced receipts, Form 450.10.3, Lost Receipt Affidavit, must be completed.

Returns for Credit: If the goods received are unsatisfactory, the Cardholder should contact the merchant as soon as possible. Depending upon the circumstances, Cardholders may want to return the merchandise for full credit or retain the goods and receive a partial credit. **Under no circumstances should a cardholder accept cash for returned goods.**

The Cardholder should make sure the merchant will credit the P-Card in the manner and dollar amount that is agreed upon. The account code to be used for approving the credit should be the same as the original transaction.

Cardholder's Transaction Record: Each time a purchase transaction is made that will be paid using a P-Card, whether it is done over the counter, through the internet or by telephone, a record of the transaction will be automatically created in the System of Record. A copy of the itemized proof of purchase or receipt should be attached to the transaction in the System of Record by the Cardholder within five (5) business days of the date of posting. This documentation will be used to verify the purchase transaction listed on the Cardholder's billing statement. The only exception to this would be for subscription services such as cable, internet, etc. that are billed monthly with no paper invoice.

Cardholder Absence: Cardholder should make every effort to reconcile transactions in the System of Record prior to scheduled time away.

BILLING & SHIPPING ADDRESSES

The billing address for all P-Cards is the address of the Program Manager.

If the shipping address is different from the billing address, Cardholders will advise vendors for each order. All items must be

delivered to an Aviation Authority warehouse, with exception to those expressly stated in Section 450.09, Procurement/Material Control, for example, dog food and supplies ordered by K-9 personnel, office supplies, medical supplies for use by Airport Rescue Fire Fighters, promotional items/supplies, and items being shipped to the Orlando Executive Airport. Any other exceptions must be approved by the Chief Executive Officer prior to placing the order.

INVOICE AND PAYMENT PROCEDURES

Billing Statement: The card issuer will provide a comprehensive billing statement to the Aviation Authority at the end of each billing cycle in accordance with the terms of the Aviation Authority's agreement with the card issuer.

The Cardholder will receive a billing statement for each transaction that has been posted to their P-Card during each billing cycle. The Cardholder will not receive a billing statement if the Cardholder has not used the P-Card during the billing cycle and no adjustments have been processed by the card issuer from earlier transactions.

Payment: The Payables Administrator will pay for purchases made by Cardholders and approved by the Approving Official, utilizing a P-Card against approved billing statements within the terms of the Aviation Authority's agreement with the card issuer, and subject to dispute resolution procedures provided below.

DISPUTES

Responsibility: The Cardholder is responsible for initiating corrective action in the event that a transaction appears on a billing statement and is deemed to be in dispute. A disputed item could be, but is not limited to, the result of an unauthorized charge, or a duplicate transaction posting.

Action: The Cardholder should immediately attempt to resolve disputed items directly with the vendor.

The Cardholder has the responsibility to address a disputed item as soon as it has been identified. The Cardholder shall contact the merchant and request a credit against the disputed transaction. When receiving a credit it must be applied to the Cardholder's account. A cash credit for returned items is prohibited and considered a violation of this policy.

It is essential that the time frames and documentation requirements established by the card issuer be followed to protect the Aviation Authority's rights in dispute. Dispute policies and procedures issued

by the card issuer, as well as the Cardholder agreement, will be provided at the time P-Cards are issued to Cardholders.

If the merchant refuses to provide a credit for the disputed transaction, the transaction shall continue to be considered in dispute and additional action shall be taken as follows:

- Disputes that cannot be resolved with the vendor must be filed within 60 days of the transaction posting date;
- A “Cardholder Statement of Disputed Item” Form 450.10.05 must be completed by the Cardholder with all documentation of efforts to resolve the dispute with the vendor attached. This form shall be forwarded with a copy of the billing statement through the Approving Official to the Program Manager for adjustment and/or resolution with the card issuer. The Program Manager will notify the Cardholder and Approving Official of the action taken on disputed items and will forward Form 450.10.5 to the Payables Administrator or designee.

LOST OR STOLEN PROCUREMENT CARDS

Notification to Card Issuer: Should any Cardholder lose or have their P-Card stolen, they must notify the card issuer immediately upon discovery of the loss. The telephone number(s) of the card issuer will be provided when the card is issued to the Cardholder.

Internal Notifications: In addition to notifying the card issuer, the Cardholder must notify their Approving Official and the Program Manager of the lost or stolen card within one (1) business day after discovery of the loss or theft of the card. The Cardholder’s Approving Official is required to submit documentation to the Program Manager, within five (5) business days after notification, detailing the complete information on the loss, the date the loss was discovered, the location where the loss occurred (if known,) the purchases that the Cardholder had made prior to the loss, and any other pertinent information. Should the card be found/returned, it must be turned in to the Program Manager for destruction.

IMPROPER OR UNAUTHORIZED USE

Reviews of all Cardholder transactions will be conducted by the Payables Administrator, along with periodic reviews by the Internal Audit Department. Cardholders and Approving Officials who are found to be in violation of prescribed P-Card policies and procedures will be issued a Notice of Violation, Form 450.10.6, and face possible disciplinary action, which may include suspension or termination of P-Card privileges, possible disciplinary action, or legal action as warranted by the severity of the offense.

If an employee unintentionally uses a P-Card for personal use or uses a personal card on an Aviation Authority business account, the employee must notify the Department Vice President within 10 business days. The first offense may result in P-Card suspension and subsequent offenses may result in P-Card termination.

ADMINISTRATION OF DISCIPLINARY ACTION

Upon issuance of Form 450.10.6, Notice of Violation, by the Program Manager, disciplinary action, if warranted, will be administered by the Department Vice President in accordance with Section 204.02, Allegations of Misconduct and in accordance with the guidelines listed below based on the severity of the Cardholder's actions and the result of those actions.

In each instance, the Cardholder, the Approving Official and the Department Vice President will be reminded of the P-Card policies set forth in this operational procedure.

The guidelines below include, but are not limited to, disciplinary action for failure to comply with program guidelines:

Card Suspension: An employee may receive a Notice of Violation and may have P-Card privileges suspended for the following reasons:

1. Use of the card exceeding a) maximum dollar amounts allowed for a single purchase, and/or b) maximum number of transactions allowed in one day and/or c) dollar limit allowed in one day and/or d) maximum monthly dollar amount may result in P-Card privileges suspended for 30 days.
2. Use of a card to purchase items that a Cardholder is aware are back-ordered (i.e. items not currently in stock) may result in P-Card privileges suspended for 30 days.
3. Failure to provide itemized receipts and other required documentation to substantiate reports related to Cardholder activity in a timely manner may result in P-Card privileges suspended for 30 days.
4. The improper payment of sales tax on P-Card purchases shall require the Cardholder to resolve the sales tax issue. Failure to resolve within 60 days of the first billing cycle of the sales tax item may result in P-Card privileges suspended for 30 days.
5. Any splitting or division of purchases for the purpose of avoiding the limitation on single purchase amounts and/or number of transactions allowed in a business day may result in P-Card privileges suspended for up to six (6) months.

6. Use of a P-Card for purposes other than those expressly allowed by this policy or as authorized by the Chief Executive Officer or designee for an Emergency Situation as defined in Section 450.01, Procurement Introduction and Definitions (refer to prohibited items listed above) may result in P-Card privileges suspended for up to six (6) months.
7. Failure of the Cardholder or Approving Official to approve transactions within 20 calendar days of the closing of the billing cycle.

Card Suspension Required Action: In the event that the Cardholder's privileges have been suspended, the Approving Official will hold the P-Card for the term of the suspension and may, but is not required to, reissue the P-Card to the Cardholder when the suspension has been served.

Card Termination: A Cardholder's P-Card privileges may be terminated for the following reasons:

- A Cardholder's violation of the items listed above that result in three (3) suspensions;
- Use of a card for any purpose other than the purchase of goods and/or services for official use by the Aviation Authority and not reported within 10 business days;
- A Cardholder's employment by the Aviation Authority is terminated for any reason; or
- Any unauthorized use of the P-Card deemed by the Aviation Authority in its sole discretion to merit termination of P-Card privileges.

Card Termination Required Actions: In the event a Cardholder's P-Card privileges are terminated, the following actions should be taken immediately:

- The Approving Official shall collect the card from the Cardholder, destroy the P-Card, and send the destroyed P-Card with a memorandum explaining the reason for the termination of privileges to the Program Manager;
- The Program Manager will notify the card issuer that the P-Card has been destroyed and is no longer in use; and
- In the event the Approving Official is not able to collect a suspended or terminated P-Card for any reason, then the

Approving Official shall immediately notify the Program Manager by telephone and follow-up with a memorandum or e-mail to ensure the P-Card is suspended/voided.

- Upon termination of employment, the cardholder will provide all outstanding receipts to their Approving Official. Failure to do so may result in unreconciled charges being taken from the employee's benefits accrued at time of termination or due to the Aviation Authority within 30 days after termination.

The Program Manager shall notify the card issuer to suspend or void the particular P-Card account to prevent any further purchases.

The Payables Administrator will manage the payment of P-Card expenditures and advise the Program Manager of possible violations.

The Program Manager will manage the P-Card administration and provide notices to Cardholders, Approving Officials, and Department Vice Presidents of possible violations.

Department Vice Presidents will coordinate with the Program Manager to address each violation and determine what steps should be taken.

The Program Manager will provide a summary report periodically to the Chief Financial Officer and Senior Vice President of Internal Audit detailing all violations and associated actions implemented to address the violations.

FORMS

Form 450.10.1- Procurement Card Application

Form 450.10.2 - Procurement Card Cardholder Agreement

Form 450.10.3 - Lost Receipt Affidavit

Form 450.10.4 - Procurement Card Approving Official Agreement

Form 450.10.5 - Cardholder Statement of Disputed Item(s)

Form 450.10.6 - Procurement Card Notice of Violation

REFERENCE

Section 101.02 – Code of Ethics and Business Conduct

Section 150.02 – Handling Suspected Dishonest, Fraudulent, or Wrongful Conduct

Section 204.02 – Allegations of Misconduct

Section 420.02 – Fixed Assets Capitalization Threshold

Section 450.01 – Procurement Introduction & Definitions

Section 430.02 – Authorized Travel Expense & Subsistence
Section 450.03 – Non-Competitive Procurements
Section 450.09 – Procurement/Material Control

APPROVAL AND UPDATE HISTORY

LAST APPROVAL Aviation Authority Board: August 21, 2024
 Chief Executive Officer: August 21, 2024

SUPERSEDES All Previous



PROCUREMENT CARD APPLICATION

TO: Program Manager

FROM: _____

DEPARTMENT: _____

- Request for a new Procurement Card
- Change to an existing Procurement Card
- Temporary Change to an existing P-Card

| | | | |
|---------------------|-------|--------|-------|
| Cardholder (Print): | FIRST | MIDDLE | LAST |
| Title: | _____ | | |
| Employee ID #: | _____ | | |
| Reports To (Title): | _____ | | |
| Office Address: | _____ | | |
| Office Phone: | _____ | | |
| Mobile Phone: | _____ | | |
| Email Address: | _____ | | |
| Signature: | _____ | Date: | _____ |

To be completed by the Department Vice President or Delegation of Authority:

| | | |
|--|---------------------------|--------------------------|
| Single transaction dollar value shall not exceed: | \$ _____ | (Max is \$5,000 per day) |
| Number of transactions daily shall not exceed: | _____ | (Max is 10 per day) |
| Monthly cumulative transaction value shall not exceed: | \$ _____ | (Maximum is \$5,000) |
| Default Account Code: | _____ | 552001 000 00000 |
| Merchant Code Access: | GOAA1 and GOAA2 (default) | |
| Additional MC Access: | _____ | |
| Signature: | _____ | Date: _____ |

(Delegation of Authority signatures will not be accepted as proper authorization and approval)

To be completed by the Program Manager:

| | |
|---|-------|
| Received and Processed by the Procurement Card Program Manager: | |
| Name (Print): | _____ |
| Title (Print): | _____ |
| Signature: | _____ |
| Date: | _____ |



PROCUREMENT CARD CARDHOLDER AGREEMENT

Please review the terms stated below, sign, date, and return to your Approving Official. You will receive a copy for your records. Please note that this Cardholder Agreement also acts as your signature card and will be kept on file in the Purchasing Department.

I, _____, hereby acknowledge receipt of a GOAA Procurement Card ending in number (last 4 digits) _____ (the "Card"). I have verified the information contained thereon and attest to its accuracy.

I have attended training and received, read, and understand the Greater Orlando Aviation Authority Procurement Card Cardholder Instructions and Section 450.10 of the Aviation Authority's Policies and Procedures Manual. I agree to accept responsibility for the protection and proper use of the Card in accordance with the above-referenced instructions and policies and procedures. I understand that I am the only person permitted to use this Card. I understand that my use of the Card is subject to audit by the Aviation Authority, that my purchases with the Card are limited to the number of transactions per day and dollar amounts per day as set forth in the policies and procedures, and that the Card is not to be used to purchase certain commodities as outlined in the policies and procedures. I further understand that all purchases must be for official business on behalf of the Aviation Authority.

I agree to immediately notify my Approving Official, the Program Manager and Bank of America at the numbers listed below, if the Card is lost or stolen. I also agree to immediately notify my Approving Official if unauthorized charges appear on my statement of account. I understand that failure to immediately notify my Approving Official of the presence of unauthorized charges on my statement of account could subject me to disciplinary action and make me responsible for charges resulting from fraudulent use of the Card.

| | | |
|---------------|----------------------------------|---|
| Bank Contact: | Bank of America | Customer Service (including lost/stolen card) |
| | 315 S. Calhoun Street, 2nd Floor | 1-888-449-2273 |
| | Tallahassee, FL 32301-6916 | 24 hours/day, 7 days/week |

Use of the Aviation Authority P-Card other than as authorized in this policy shall be considered misappropriation of Aviation Authority funds. This could result in:

- a) Immediate and irrevocable forfeiture of the Card; and
- b) Disciplinary action that may include termination of employment.

If the Aviation Authority initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay court costs, reasonable attorney's fees and other expenses incurred by the Aviation Authority in such proceedings if the Aviation Authority prevails in such legal action.



Procurement Card Holder Agreement
Page 2

I understand that the Aviation Authority may suspend or terminate my privileges to use the Card at any time for any reason. I agree to surrender the Card immediately upon retirement, termination of employment, termination of Cardholder privileges, transfer to another department, or upon the request of the Approving Official, the Program Manager, or an authorized representative of the issuer (bank). I understand that use of the Card after Cardholder privileges have been suspended or terminated is prohibited, and that I will be held responsible for charges resulting from such use.

Signature

Date

Printed Name

Department

Title

Program Manager Approval:

Signature

Date

Printed Name

Department

Title



LOST RECEIPT AFFIDAVIT

IMPORTANT: This form is to be used only after all other attempts to obtain a copy of the original receipt have been exhausted. It is not intended to replace lost receipts on a consistent basis. Lost receipts should occur infrequently. It is an employee's responsibility to obtain receipts, as required by 450.10 Procurement Card Operational Procedures

The employee must attempt to obtain a copy of the original receipt from the merchant when feasible. This form is used by the employee to substantiate a purchase made on their procurement card where the original receipt is not available or has been lost. It is to be filled out for each transaction where the receipt is missing and signed separately by the employee's Approving Official indicating approval of the expense. The completed and approved form must be attached to the transaction on the related procurement statement. One for is required for each missing receipt.

Date of Purchase: _____ **Transaction Amount:** _____

Supplier/Merchant Name (including address):

Detailed Description of the item(s) purchased:

Reason receipt is missing and why a copy cannot be obtained:

I verify that the transaction was a valid, authorized business expense related to the Authority, and complies with policy and procedures: Attempts to obtain a copy of the receipt were made. The information provided in this form is accurate and true

Employee Name (Print): _____ **Date:** _____

Employee Signature: _____

Approving Official's Name (Print): _____ **Date:** _____

Approving Official's Signature: _____



PROCUREMENT CARD APPROVING OFFICIAL AGREEMENT

Please carefully review the terms stated below. Sign, date, and return this agreement to the Program Manager. You will receive a copy for your records.

I, , hereby acknowledge that I attended training and have received, read, and understand the Greater Orlando Aviation Authority Procurement Card Approving Official Instructions and Section 450.10 of the Aviation Authority's Policies and Procedures Manual. I agree to accept responsibility for the proper and accurate review of the use of Aviation Authority Procurement Cards ("Cards") by those employees ("Cardholders") designated to forward their Statements of Account ("Statements") to me. I know and understand the authorizations and limitations on the use of the Cards assigned to each of the Cardholders and I agree to monitor and review the usage of said Cards to ensure compliance with the above referenced instructions and policies and procedures.

I agree to immediately notify the Program Manager and my Department Vice President if apprised of the loss or theft of a Card. I further agree to immediately verify by telephone the reporting of the loss or theft of any such Card to Bank of America:

| | | |
|---------------|---|--|
| Bank Contact: | Bank of America 315 S. Calhoun Street, 2nd Floor Tallahassee, FL 32301-6916 | Customer Service (including lost/stolen card) 1-888-449-2273 24 hours/day, 7 days/week |
|---------------|---|--|

I agree to immediately notify the Program Manager and my Department Vice President if unauthorized charges appear on any Statement, or if any Cardholder is delinquent in forwarding their transactions for my review. I also agree to timely and accurately review each transaction and forward same to Accounts Payable within five (5) business days after receipt from the Cardholder.

I acknowledge that any failure upon my part to comply with the terms of this agreement shall constitute grounds for discipline in accordance with Section 204.02 of the Aviation Authority's policies and procedures. I understand that said discipline may consist of any or all of the provisions set forth in Section 204.02 and may also result in suspension or revocation of my Approving Official responsibilities.

Signature

Date

Printed Name

Department

Title



Procurement Card Approving Official Agreement
Page 2

Program Manager Approval:

Signature

Date

Printed Name

Department

Title



CARDHOLDER STATEMENT OF DISPUTED ITEMS

TO: Program Manager

Date: ____/____/____

VIA: _____ (Approving Official)

FROM: _____ (Cardholder)

SUBJECT: Disputed Item on Procurement Card Billing Statement

The following item(s) listed on the Statement of Account is/are disputed.

DATE OF BILLING: ____/____/____

TRANSCATION IN DISPUTE: _____
(Merchant)

TRANSACTION DATE: ____/____/____
(Attach a copy of the billing statement to this form)

EXPLANATION:

REQUESTED ACTION:

CARDHOLDER'S SIGNATURE: _____

APPROVING OFFICAL'S SIGNATURE: _____
(Forward completed form to the Program Manager)

DISPUTE OUTCOME/RESOLUTION:

PROGRAM MANAGER

SIGNATURE:

Date: ____/____/____



PROCUREMENT CARD NOTICE OF VIOLATION

In accordance with the Procurement Card Operational Procedure Section 450.10, this violation is being issued as a result of the transaction detailed below.

Initiated by: _____ Date: _____

Cardholder Name: _____ Vendor: _____

Department: _____ Transaction Date: _____

Authorized Approver: _____ Amount: _____

Number of Cardholder Violation(s): _____

PROCUREMENT CARD MISUSE:

- | | |
|--|--|
| <input type="checkbox"/> Purchase of Prohibited Items | <input type="checkbox"/> Missing itemized receipts or invoices |
| <input type="checkbox"/> Split Purchases | <input type="checkbox"/> Unreconciled Transactions |
| <input type="checkbox"/> Lending of card or card number | <input type="checkbox"/> Unauthorized Purchase |
| <input type="checkbox"/> Using multiple cards to circumvent limits | <input type="checkbox"/> Other as defined below |

DESCRIPTION OF VIOLATION:

RECOMMENDED ACTION:

CARDHOLDER ACKNOWLEDGEMENT – I hereby acknowledge that the above transaction is a violation of the Procurement Card Operational Procedure Section 450.10. I further acknowledge that repeated abuse could result in revocation of my procurement card and acknowledge that I have been warned through the use of this form. I understand that I am permitted to make procurement card purchases in compliance with Section 450.10 and agree to refer to the Operational Procedure or consult with the Program Manager if I am unsure about the Procurement Card policies and procedures.

Cardholder's Name _____ Signature _____ Date _____

DEPARTMENT VICE PRESIDENT

Disciplinary action will be administered in accordance with applicable policies and procedures.

Vice President's Name _____ Signature _____ Date _____