

## **Amendment #4 to Brazos County Purchasing Policy**

**Change section 5.4.** To facilitate a more efficient credit card approval process, only credit cards requested by a department in excess of \$10,000 will be required to obtain Court approval. Those requested at \$10,000 or below could be approved by Purchasing. A summary of credit cards will be provided to the Court periodically. To accommodate the payment of utilities or other fees without incurring late fees and to avoid the payment of a deposit, Purchasing, Auditor and Treasurer requests permission to obtain a credit card for these payments. A process of expanding credit card limits during an emergency or when one is imminent is added.

The new policy will read as follows:

### **5.4 Credit Card Policy**

#### **5.4.1 Statutory Basis**

Section 262.001 of the Local Government Code states in part “(1) The county purchasing agent may have assistants to aid in the performance of the agent’s duties. A person who is authorized by the county purchasing agent to use a county purchasing card while making a county purchase is considered an assistant of the county purchasing agent to the extent the person complies with the rules and procedures prescribed for the use of county purchasing cards as adopted by the county purchasing agent under Subsection (o). The county purchasing agent and assistants may have any help, equipment, supplies, and traveling expenses that are approved and considered advisable by the board that appointed the agent”

“(o) The county purchasing agent shall adopt the rules and procedures necessary to implement the agent’s duties under this section subject to approval by the commissioner’s court. Notwithstanding Subsection (f) or other law, rules, and procedures adopted under this subsection may include rules and procedures for persons to use county purchasing cards to pay for county purchases under the direction and supervision of the county purchasing agent.”

As provided for the Vernon’s Texas Code Annotated, the Commissioner’s Court has the expressed oversight responsibility for all credit cards and credit accounts in the name of Brazos County and will be responsible for the distribution and use of the cards. Commissioner’s Court delegates this responsibility to the Brazos County Purchasing Agent. The Purchasing Agent will provide a report periodically to the Court detailing all cards issued, the credit limit of each card issued, and the total credit limit of the account.

#### **5.4.2 General Policy**

Establishment and authorization for all County credit accounts must be made through the Purchasing Agent. Credit accounts and purchases not contemplated by this policy are unauthorized and all payments associated with such accounts will be denied by the County Auditor and placed on Commissioner’s Court agenda for determination of public purpose and approval.

Employees who have credit card privileges are personally responsible for all charges associated with the credit card. The County will not be responsible for any late charges, taxes for which the County is exempt, and/or interest charged to the card. Responsibility for such charges will fall to the party responsible for their creation. Employees are required to follow this policy and provide

documentation including detailed receipts, invoices, bills of lading or other backup and corresponding tickets promptly for payment of said charges, not exceeding thirty days.

Interest charges incurred by a department neglecting to submit payment authorizations in a timely fashion will be the personal responsibility of the department head. Finance charges incurred because of delays in processing the requisitions will be borne by the department responsible for the delay. Employees using a credit card for purchases that are subsequently deemed to be an inappropriate use of departmental funds will be responsible for payment and said charges and will be disciplined within department guidelines. The Commissioners' Court will determine the final decision of appropriate or inappropriate use.

Any card is that lost or stolen should be reported to the Department Head and Purchasing immediately for suspension of that card and/or account. Failure to report a lost or stolen card, or a failure to follow the credit card policy may result in the suspension of your credit card and/or account and or forfeiture of credit card use privileges. This determination will be documented in writing by the Purchasing Department and provided to the Department Head, Auditor and General Counsel. Any card issued to an employee that is separated from the department or the County shall be turned in to the department head and subsequently to the Purchasing Department. Any cards that were lost and recovered, or that were issued to an employee that is transferred or terminated will be turned in to Purchasing and destroyed.

An employee who uses a departmental credit card illegally may be terminated from employment and the matter will be referred to the appropriate prosecutor's office for possible criminal charges.

#### 5.4.3 Requesting a County Credit Card

Credit Card requests should be made through the purchasing department. A letter must be sent by the department head on County letterhead. It will need to state who the card should be issued to, the purpose that it is needed, and the credit limit requested. Credit Cards for most departments have a \$1,000.00 limit. Once received by the Purchasing department, all requests for a card with a credit amount exceeding \$10,000 will be placed on the Commissioners' Court Agenda for approval. Cards requested with a credit amount of \$10,000 or less may be approved by the Purchasing Agent.

In the event the credit card is issued to a county employee or elected official, it is expected that the card will remain in the individual's possession or under their direct control and be presented upon request.

#### 5.4.4 Use of County All Purpose Credit Cards

County All Purpose Credit Cards should only be used for vendors that do not accept purchase orders. An itemized purchase order should still be obtained to the credit card vendor and be approved by the purchasing department.

The following types of purchases are generally acceptable for credit card use:

1. Hotel expenses for travel and training
2. Gas for out-of-town travel in departmental cars or vans
3. Gas for rental car travel

4. Securing travel arrangements
5. Registration for training and conferences
6. Online software purchases (IT Only)
7. Drinks for Jurors
8. Other items must be pre-approved by the purchasing department

Expenses NOT acceptable for credit card use:

1. Tips
2. Alcohol
3. Room Service
4. Entertainment
5. In room pay-per-view movies
6. Food at gas stations or drive-in groceries
7. Any other purchases not approved in advance by the purchasing department

#### 5.4.5 Special Purpose Credit Cards or Emergency Use

The Purchasing Agent may authorize additional credit cards for the payment of fees including utilities or other routine fees as the need arises. The Auditor may request the card from the Purchasing Department, and the payment of utilities or other routine fees should be made by the Auditor's Office in coordination with the Treasurer's Office to accommodate routine payment efficiencies and where necessary to avoid additional fees like deposits.

The Purchasing Agent is also authorized to issue temporary expansion of a credit limit in the event of an imminent or declared emergency and this credit limit will be decreased to the pre-disaster limit at the point the no imminent threat remains. This expanded limit will only be used for emergency purchases that are necessary as per section 5.2.4 of this policy or per the Emergency Declaration. The collective increase of all authorized cardholders shall not exceed \$50,000. The County departments that may use or be delegated increased limits include, but are not limited to Purchasing, Emergency Management, Facility Services, Information Technology. All purchasers shall first seek to purchase any needed items through the normal requisition, purchase order process, and credit card use should be a backup process when necessary. Purchase orders should still be obtained prior to use according to this policy, with use outside of normal business hours obtaining a purchase order as soon as possible, documenting the purchase and use.

**END OF CHANGES- SUBSEQUENT VERBIAGE REMAINS UNCHANGED**

**WHEREAS**, the following policy changes, having been discussed and reviewed by Commissioners Court; and,

**WHEREAS**, the following policy changes supersedes and replaces any and all previous policies, either written or unwritten; and,

**WHEREAS**, all department heads and elected officials are to ensure that all of their employees are aware of the attached policy changes and for their compliance with same; and,

**THEREFORE**, it is ordered, adjudged, and decreed that the policy changes for Purchasing is adopted by Brazos County, effective the 1st day of September 2025, to remain in effect until further orders are issued by this Court.

**IN TESTIMONY WHEREOF**, witness our hands this 26th day of August 2025.

Duane Peters	_____	Brazos County Judge
Bentley Nettles	_____	Commissioner Pct. 1
Chuck Konderla	_____	Commissioner Pct. 2
Fred Brown	_____	Commissioner Pct. 3
Wanda Watson	_____	Commissioner Pct. 4
Karen McQueen	_____	County Clerk