

WORKFORCE SOLUTIONS OF CENTRAL TEXAS CREDIT CARD USE AGREEMENT

This agreement covers the use of commercial credit cards by selected Case Managers in Workforce Solutions of Central Texas. These cards may be used at Texas State Technical College-Waco, Temple College, Central Texas College, and other approved training institutions, testing agencies, and commercial vendors. Cards will be used only for purchase of books, tools, training supplies, tuition and fees, tests, certifications when payment by check is not feasible, for work-related expenses, and special circumstances purchases. Special circumstance purchasing must follow guidelines in paragraph 7 below.

1. All users shall comply with current procurement rules and procedures established by the Texas Workforce Commission, the Central Texas Workforce Board, and Workforce Solutions of Central Texas.

2. Credit cards shall be used **only** for allowable purchases and may be used only when it is not feasible to have a check prepared. For example:

A. Registering for a training program after the check request for group registration has been turned in.

B. Purchase of books or tools that did not come in until after the initial purchases were made.

C. A test or certification requiring payment, and the payment is better served using a card.

D. A CHOICES/SNAPE&T/NCP customer is unable to purchase work-related items and requests assistance from the workforce specialist. CHOICES purchases shall be for a maximum of \$100.00.

E. Purchase of supplies or other needs for offices and meetings that require the use of a card.
(Special Circumstances)

Any other use requires approval of the Director or designated administrator.

3. Proper documentation will be provided for each purchase. For example, a completed bookstore payment authorization form and a receipt from the bookstore showing the items purchased will document bookstore purchases. A payment authorization form, a class schedule, and a receipt from the school will document tuition and fees payment. The Request for Payment of Customer Fees or Supplies Form will document work-related expenses along with the receipt of purchase from the vendor. A vendor receipt will document Special Circumstances purchases. All documentation must include the signed charge card receipt as well.

4. Case Managers will make charges only for their own customers. If, however, another workforce specialist is absent and a customer assigned to them requires a payment, another workforce specialist may incur the expense on their card. The absent workforce specialist must acknowledge the charge as soon as possible after return by initialing and dating the authorization form or receipt.

5. All signed charge card receipts together with appropriate documentation supporting the purchase will be forwarded to fiscal within 3 (three) business days of the charge. All receipts shall be submitted on 8 ½ X 11 paper, taped carefully to avoid placing the tape over any printed surface of the receipt to include any ink signature. Any additional charges incurred as the result of late submission of credit card purchase documents by the workforce specialist may necessitate appropriate personnel action. Failure to turn in receipts and documents will result in revocation of the workforce specialist's credit card and charge privileges.

6. For WIOA and other grants only, telephonic authorization of credit card purchases is allowed when direct purchase is not feasible due to time or distance constraints **only**. As soon as possible, the workforce specialist will pick up a receipt from the vendor or the vendor will either mail it or send it via FAX to the workforce specialist. A workforce specialist will make telephonic authorizations only on **his/her card**. Any other telephonic/Internet purchase must have prior approval of the director for WSCT purchases or the executive director of the Workforce Board for Board purchases.

7. Purchases under the special circumstances category include office/computer supplies, supplies or other needs for meetings, or for emergency situations requiring immediate purchase. All Special Circumstances purchases require prior approval by a supervisor. All receipts for special circumstances

purchases shall be initialed by the supervisor along with the purpose of the request and the requesting office. **Each receipt shall be signed by the purchaser and submitted to fiscal within 3 (three) business days.**

8. Customers will not be given a credit card number nor will they be shown a receipt with the card number on it. The workforce specialist will remind vendors of this during telephone authorization transactions. If a customer must sign a receipt for the items purchased they will sign the bookstore authorization form or other appropriate document, not the card receipt.

9. Personal use of the card is strictly forbidden!

10. Loss of the card will be reported immediately to fiscal and the appropriate center administrator, both verbally and in writing. If loss occurs when it is not possible to immediately notify fiscal such as on a weekend or holiday, the workforce specialist will notify the credit card company immediately. The workforce specialist will request that no charges be authorized after the notification of loss. The workforce specialist will record the date and time of the notification and the name of the person to whom the information was given. Fiscal will be notified at the earliest possible time thereafter.

11. In the case of a planned departure from WSCT employment, or if the workforce specialist moves to a position that no longer requires the use of the card, the card will be turned-in by the workforce specialist to the appropriate center administrator no later than one week prior to the change/departure date. Upon involuntary termination for whatever reason, all the cards will be immediately cancelled.

12. The card(s) issued to this workforce specialist is (are) (circle as applicable): Master Card Visa Wal-Mart
Other (specify) _____

ACKNOWLEDGEMENT

I have read and understand this agreement. I agree to comply with it and understand that any violation may result in disciplinary action up to and including my termination from employment. I also certify that I have received the cards indicated in paragraph 12 above.

Workforce Specialist

Date

Workforce Administrator

Date

APPROVED:

Director, Workforce Solutions of Central Texas

Date