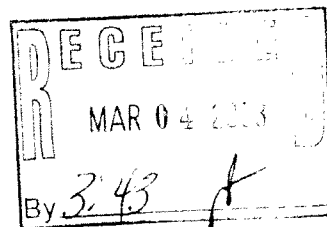


PURCHASING DEPARTMENT  
County Of Hidalgo

MEMORANDUM

To: ALL DEPARTMENTS  
From: Laura Renteria-Moya, Buyer II  
Subject: Survey on Credit Cards



Hidalgo Purchasing Department is conducting a survey to find out how many and what type of credit cards are being used by your department under Hidalgo County. We would like for your department to please list the number of cards along with the name of the bank the card(s) are with. Your quick response to this survey would be greatly appreciated. **Please submit the survey back to the purchasing office no later than Friday February 22, 2008 by 1:00 p.m.**

H.I.D.T.A. Task Force

Hidalgo County Department: \_\_\_\_\_

How many Credit Accounts does your department have? 8

List Name of Card	Cardholder Name	Used for
Target Store		Groceries
MasterCard		Investigations
MasterCard		Investigations
MasterCard		Investigations
MasterCard		Investigations
MasterCard		Investigations
MasterCard		Investigations
MasterCard		Investigations
MasterCard		Investigations
MasterCard		Investigations

*[Signature]*  
Authorized Signature

2-22-08  
Date

**HIDALGO COUNTY H.I.D.T.A. TASK FORCE  
FUEL CREDIT CARD  
USE POLICY**

This bulletin prescribes guidance to the Hidalgo County High Intensity Drug Trafficking Area Task Force (HCHTF) for the use of and management of the fuel credit card. This guidance is in effect for the official use of the fuel credit card by the HCHTF. The HCHTF Fuel Credit Card Policy will be updated to reflect any updates or changes on the Office of Management and Budget Circular A-123, or/and on the Hidalgo County Fuel Card Policy. Until these updates are available, the HCHTF will use this bulletin as the source of policy and guidance for the HCHTF Fuel Credit Card Policy.

The HCHTF fuel credit card policy was developed to procure a cost effective and convenient manner to fuel HCHTF vehicles.

The HCHTF will obtain and offer to the Task Force staff and other initiatives assigned to the Task Force a fuel credit card. The fuel credit card will be used for official authorized Task Force business only.

The provisions of this policy apply to all personnel assigned to the HCHTF that utilize the fuel credit card.

## **1. POLICY**

This policy sets forth a *“Hidalgo County HIDTA Task Force Zero Tolerance Policy”* for any inappropriate charges. Zero tolerance strictly prohibits the following uses of the card:

- a. Unauthorized charges and charges not associated with official Task Force business.

The underlying objective of the *“Hidalgo County HIDTA Task Force Zero Tolerance Policy”* is to eliminate misuse and abuse with the fuel credit card and to avoid imposing disciplinary procedures on any HCHTF personnel. Proper use of the fuel credit card will preserve the reputation of the HCHTF, and its personnel to achieve its mission and goals with integrity.

## **2. SPENDING LIMITS**

HCHTF will not set a spending limit on fuel charges due to the nature of investigations condition by members of the HCHTF. The HCHTF administration office will closely monitor monthly charges.

### 3. RESPONSIBILITIES

- a. **Personnel:** Cardholder who uses the fuel credit card assumes the responsibility to use the card for official Task Force business. Use of the card does not relieve the Cardholder of the responsibility to employ prudent practices and to observe rules and regulations governing the fuel credit card as set forth under the “*Hidalgo County HIDTA Task Force Zero Tolerance Policy*” and specific policies and procedures that govern this agency.

With the issue of the fuel credit card, the Cardholder (person who signs out the card) is personally responsible for all items billed to the card, unless the card is reported lost or stolen. The “Acknowledgement Statement” further explains these responsibilities. In addition, the Cardholder is not relieved of their obligation until the return of the card to the HCHTF administration office.

Cardholders will:

- (1.) Complete and sign the “*Acknowledgment Statement*” recognizing receipt and understanding of the policies and procedures related to the use of the fuel credit card.
- (2.) Secure the fuel credit card in the same manner as a personal charge card.
- (3.) Only authorized Cardholders shall have access and use to the fuel credit card.
- (4.) Conform to the “*Standards of Ethical Conduct*”. The “*Standards of Ethical Conduct*” require Cardholder signature and will be placed in the Cardholder’s personnel file.
- (5.) Disputing a charge on the credit card will be the Cardholder’s responsibility. All disputes must be filed in writing to the HCHTF Commander within fifteen (15) days of the date the charge first appears on the billing statement.
- (6.) The Cardholder will have five (5) business days to respond to official inquiries regarding misuse of the card. Responses to official requests must be in writing (E-mail is acceptable).

- b. **HCHTF administration office:** The HCHTF administration office will keep abreast of any inappropriate use of the fuel credit card. The administration office will identify personnel who have violated the “*Hidalgo County HIDTA Task Force Zero Tolerance Policy*” with a detailed report. The report will be forwarded to HCHTF supervisors for appropriate action.

The administration office will also:

- (1.) Provide eligible Cardholders with a copy of the “*Acknowledgment Statement*”.

- (2.) Provide eligible Cardholders with a copy of the “*Standards of Ethical Conduct*”
- (3.) Maintain a spreadsheet with monthly fuel charges by Cardholder.
- (4.) Notify the Cardholder of possible misuse, with a copy to the Cardholder’s supervisor. Provide the Cardholder five (5) business days to respond. If an acceptable response is not received with the five (5) business days, the matter will be referred to the Cardholder’s supervisor for resolution.

**c. Cardholder’s Immediate Supervisor:**

- (1.) Notify the Cardholder of any questionable or inappropriate charges and give the Cardholder the opportunity to explain the charge. A record shall be maintained of the notification and the explanation received from the Cardholder.
- (2.) Take appropriate disciplinary action if an explanation is inadequate to support a questionable charge. Maintain documentation and the resolution of the incident.

**4. COLLECTION OF INAPPROPRIATE CHARGES**

- a. In accordance with the “*Acknowledgement Statement*”, the Cardholder is obligated to pay any inappropriate charges. As stated in the “*Acknowledgement Statement*”, payroll deduction may be used to meet this financial obligation.

**EFFECTIVE POLICY DATE**

This policy shall become effective on \_\_\_\_\_ of 2008.

Passed, approved, and adopted on this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Hidalgo County Judge

\_\_\_\_\_  
Hidalgo County Clerk

Hidalgo County HIDTA Task Force  
Fuel Credit Card  
Policy

**Standards of Ethical Conduct**

**-Public service is a public trust, requiring personnel to place loyalty to laws and ethical principles above private gain.**

(For example, do not take advantage of the charge card privileges for your personal use.)

**-Personnel shall put forth honest effort in their performance of their duties.**

(For example, abide by the agency policy in carrying out your responsibilities as a cardholder.)

**-Personnel shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the government.**

(For example, do not make purchases with the travel card if purchases have not been authorized.)

**-Personnel shall not use public office for private gain.**

(For example, do not use the charge card to make a personal unauthorized purchase.)

**-Personnel shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in this part.**

(For example, do not avoid agency policies and procedures for administrative convenience.)

Accepted on \_\_\_\_\_, \_\_\_\_\_ : \_\_\_\_\_  
Date Time Cardholder Signature

Hidalgo County HIDTA Task Force  
Fuel Credit Card  
Policy

**ACKNOWLEDGEMENT STATEMENT**

I acknowledge I have read, understood and will abide by the Hidalgo County HIDTA Task Force Fuel Credit Card Policy. I understand that I may consult the Hidalgo County HIDTA supervisor regarding questions not clarified in this policy.

I further acknowledge that I am in possession of the Hidalgo County HIDTA Task Force Fuel Credit Card. While the card is in my possession, I acknowledge that I am personally responsible for all items billed to the card. I understand that the underlying objective of the "*Hidalgo County HIDTA Task Force Zero Tolerance Policy*" is to eliminate misuse and abuse with the Fuel Credit Card and I shall not knowingly abuse this policy with any unauthorized transactions. If any unauthorized transactions do occur, I will immediately reimburse on the HCHTF.

I acknowledge that as a Cardholder, the "Standards of Conduct" applies and I understand that misuse and abuse of the credit card will result in one or more of the following:

- Termination of Employment
- Payroll deduction for unauthorized purchases and all associated costs
- Limitations on the use of the credit card, and/or
- Other disciplinary actions set by my supervisor

I certify that I have read, understood, and agree to abide by the above and will comply with the terms and conditions as set forth in the Hidalgo County HIDTA Task Force Fuel Credit Card use policy and all other applicable policies and procedures.

Received on \_\_\_\_\_, \_\_\_\_\_ : \_\_\_\_\_  
Date Time Cardholder Signature

\_\_\_\_\_  
Supervisor Signature Date

Returned on \_\_\_\_\_, \_\_\_\_\_ : \_\_\_\_\_  
Date Time Cardholder Signature

\_\_\_\_\_  
Supervisor Signature Date