

**State of Georgia
Bank of America
Purchasing Card
Application**

Bank of America



STATE OF GEORGIA / BANK OF AMERICA VISA PURCHASING CARD APPLICATION

Does your Organization currently bank with Bank of America? Yes No

Organization Information (Please type or print):

Name of Organization (As it will appear on card): Limit 24 spaces:

C | I | T | Y | | O | F | | B | L | U | E | | R | I | D | G | E | | | | | | | | | |

Organization Legal Name City of Blue Ridge
Street Address 480 West First Street
City/State/Zip Blue Ridge Tax ID # 58-6011380
Business Phone 706-632-2091 No. of Employees _____

Type of Organization: Community College _____ Special District (type) _____
Municipality District School Board _____ Other (specify) _____
County _____ County Constitutional Office (specify) _____

Program Administrator(s): (attach additional list if necessary)

Name Alicia Stewart Title Finance Director

Business Address 480 West First Street
City Blue Ridge State GA Zip 30513 Business Phone 706-632-2091
E-mail address astewart@cityofblueridgega.gov Fax number 706-946-3288

Name Donna Whitener Title Mayor
Business Address 480 West First St
City Blue Ridge State GA Zip 30513 Business Phone 706-632-2091
E-mail address dwhitener@cityofblueridgega.gov Fax number 706-946-3288

Program Information:

1. What is the total dollar amount of your annual purchases under \$5,000? \$1,156,456
2. What is your projected annual spending volume with the Purchasing Card (total)? \$10,000
3. What is your average small dollar purchase amount (for use as a guideline)? \$850
4. What types of purchases do you plan to use the Purchasing Card for (travel, office supplies, etc.)? travel
5. How many cards do you anticipate initially? 4 At full implementation? 6
6. When do you plan to implement a Purchasing Card program (target date)? immediately

Planned Reporting Method:

Planned Payment Method:

- EDI
- Statement Billing (ASCII File)
- InfoSpan 2.0
- Paper

- ACH Credit
- ACH Debit
- Wire Transfer

Signature and Authorization:

The Organization named above (the "Organization"), by the signature of its authorized officer or employee below, requests that a Visa Purchasing Card account be established by Bank of America, N.A. USA in the name of the Organization, and that Visa Purchasing Cards be issued to the representatives of the Organization as the Organization designates from time to time. The Organization agrees to be liable for transactions made on the account, and shall pay Bank of America, N.A. USA the account charges in accordance with Bank of America's response to the State of Georgia's RFP #SWC 40300-224-000000029 and amendments which may be added from time to time (the "Agreement"). The Organization hereby acknowledges receipt of a copy of the Agreement. The Organization understands that its participation in the Purchasing Card Program may be immediately terminated if it fails to make timely payments hereunder. If Agreement should terminate, Bank of America may, at its option, upon notice to the Organization, terminate Organization's account or issue new terms for the account. I hereby certify that I am authorized to sign this application for the Bank of America Purchasing Card Program and to contractually bind the Organization to all terms and conditions found herein, without limitation, for the duration of the said contract.

Name (print): Donna Whitener Title: Mayor
Signature: _____ Organization: City of Blue Ridge, Georgia
Date: 02/11/2020

TO ENSURE PROMPT PROCESSING, CONFIRM THAT THE FOLLOWING IS PROVIDED:

- 4 Complete Application:** Complete all sections of the Application including Signature(s) and Authorization and Resolution.
- 4 Financial Statements:** Enclose the three most recent years audited financial statements or three most recent years tax returns (if applicable).
- 4 Submit the completed Application, along with required documentation to:**

Bank of America
Eric Melson
Public Sector Banking
Mailstop GA1-006-06-73
600 Peachtree ST NE
Atlanta, GA 30308

For questions about this application contact Eric Melson at (404) 607-5251
Email eric.melson@baml.com

Resolution

Legal Name of Organization City of Blue Ridge

Headquarters Address 480 West First Street

City/State/Zip Blue Ridge, Georgia 30513

I, Kelsey Ledford, Secretary of the above-named organization (the "Organization") do hereby certify that I am the keeper of the records, corporate seal and minutes of the proceedings of the governing board of the Organization (the "Board"); that on the 11th of February, 2020, a meeting of the said Board was held in accordance with the laws of Georgia and Bylaws of the Organization, that a quorum of Board members was present, and the following resolutions were duly and legally passed:

Copy of Resolutions:

Be it Resolved, that the following officers and/or employees:

Title	Name
<u>Mayor</u>	<u>Donna Whitener</u>

of the Organization (the "Designees"), or any _____ of them be and they/he hereby are/is authorized for and on behalf of and in the name of the Organization, for such time, at such interest rates, and on such other terms and conditions as are deemed expedient by the Designees to negotiate and procure credit from Bank of America, N.A. ("Bank of America") on VISA Purchasing card(s), to designate the officer(s) or employee(s) to receive Purchasing card(s), and to execute the application and provide any other documents or information required by Bank of America as a requirement of issuing such Purchasing card(s). The authority herein given and the designation of officer(s) or employee(s) shall remain irrevocable as far as Bank of America is concerned until Bank of America is notified in writing of the revocation of such authority and shall have acknowledged in writing receipt of such notification.

Be it Further resolved, that such Purchasing cards, the debt created by their use and any security interest pertaining to that debt, issued to designated officer(s) or employee(s) of the Organization shall represent legal and binding obligations of the Organization; and that Bank of America is hereby authorized and directed to pay the proceeds of any such credit without the necessity to look to the use of the credit or of the account, whether such account is opened or maintained by the Designees, or others as designated by the Designees, in their individual capacities or not, and whether funds from the use of such accounts are deposited to the individual credit of, or used for the individual credit of, or used for the individual purposes of, the Designees, or others designated by the Designees, or not.

Be it Further Resolved, the Corporation shall indemnify and hold harmless Bank of America from any claim, loss, cost, damage, liability or expense arising out of its actions in reliance on this Resolution.

I Hereby Further Certify that the seal affixed hereto is the Seal of the Organization; that the individuals named above are the duly elected incumbents of the respective offices of the Organization set forth opposite their respective names; and that the signatures set opposite their respective titles are the genuine, original signatures of each respectively:

(Please supply genuine signatures hereunder)

Title	Name (printed or typed)	Specimen Signature
<u>Mayor</u>	<u>Donna Whitener</u>	

I have hereunto affixed my name as secretary and have caused the Seal of the Organization to be affixed this _____ day of _____, 20_____.

(Secretary)

Purchasing Card Policy

Adopted 2/2018

OVERVIEW

The Georgia General Assembly established guidelines and penalties into the Official Code of Georgia annotated ("O.C.G.A.") which provides that no municipal corporation shall issue government purchasing cards or government credit cards to elected officials on or after January 1, 2016, until the governing authority of the municipal corporation, by public vote, has authorized the issuance and has promulgated specific policies regarding the use of such government purchasing cards or government credit cards for elected officials of such municipal corporation.

PURPOSE

The purpose of this policy is to set requirements and standards for the City of Blue Ridge Purchasing Card Program. The policy is not intended to replace current State of Georgia statutes but is intended to comply with such state laws and establish more efficient guidelines for elected officials using such purchasing cards. The City Council also finds that the same policy should apply to employees of the City of Blue Ridge who also use City credit cards for City Purchases. At no time should a City issued purchasing card or credit card be used for personal purchases regardless of the circumstances. Utilizing the purchasing card or credit card for personal use or for any item or service not directly related to such official's or employee's public duty may result in disciplinary action including, but not limited to, felony criminal prosecution. All purchases utilizing a government purchasing card or government credit card must be in accordance with these guidelines and with state law.

SCOPE

This purchasing card policy, as required by state law under O.C.G.A. § 36-80-24(c), applies to the use of government purchasing cards or government credit cards used by elected officials authorized to be issued such government purchasing cards or government credit cards. The City Council also finds that it is appropriate that the same policy apply to City employees who also use a credit card for City purchases. The Mayor, City Clerk and department supervisors have been authorized by the governing authority of the City to use such government purchasing cards or government credit cards and must abide by all of the applicable state laws and this purchasing card policy.

PUBLIC INSPECTION

In accordance with O.C.G.A. § 36-80-24(b) any documents related to purchases using government purchasing cards or government credit cards incurred by elected officials and City employees shall be available for public inspection.

TRANSACTION LIMITS

Transaction limits are hereby established to insure compliance with state purchasing laws, maintain proper budgetary controls, and to minimize excessive use of any individual credit line. Individual monthly card limits cannot exceed those established by the municipal governing authority. Any exceptions to the standardized limits must have express written approval by the municipal governing authority and must be added to this policy by amendment or addendum.

PURCHASING RESTRICTIONS

Elected Officials and City employees may not use a government purchasing card or government credit card for the following:

1. Any purchases of items for personal use.
2. Cash refunds or advances.
3. Any transaction amount greater than the transaction limits set by this policy.
4. Items specifically restricted by this policy, unless a special exemption is granted by the municipal governing authority.
5. Alcohol or liquor of any kind. Such purchases should not be made with the purchasing card and may not be reimbursed by the City.
6. Purchases or transactions made with the intent to circumvent the City purchasing policy, transactional limits, or state law.

Elected Officials and City employees may use government purchasing cards or government credit cards to purchase goods and/or services not prohibited by this policy or state law. Such purchases include, but are not limited to:

1. Purchases of items for official City use which fall within the transactional restrictions of this policy.
2. Purchase of lodging, fuel, food, non-alcoholic beverages, or education and training materials while on City business.
3. Emergency purchases necessary to protect City property.

ADMINISTRATOR

The City designates the office of City Mayor and the City Clerk, as the program administrator of government purchasing cards or government credit cards. Such administrator shall:

1. Serve as a liaison between the City's cardholders and the issuers of such cards.
2. Maintain the cardholder agreement for all cardholders.
3. Provide instruction, training, and assistance to cardholders
4. Maintain account information and secure all cardholder information.
5. Keep cardholders up-to-date on new or changing information
6. Upon receipt of information indicating fraudulent use or lost/stolen cards immediately report it to appropriate parties, including the issuer.
7. Ensure all card accounts are being utilized properly as set forth by state law and this policy.
8. Define the City's policy and procedures for proper documentation and storage of receipts, logs, and approvals required under this policy.

9. Identify any changes to named persons authorized to use a government purchasing card or government credit card.
10. Any other duties assigned by the municipal governing authority.

The City Clerk subject to the supervision of the Mayor, shall as a part of her duties handle the administrative work necessitated by the use of the City credit cards, but such work shall be subject to the review and supervision of the Mayor in order for the Mayor to perform the duties of the Administrator previously outlined.

ACCOUNTING AND AUDITING

The Mayor as Administrator, in an effort to ensure compliance with City policy and state law, will conduct monthly reviews and audits of all government purchasing card or government credit card transactions. The review is designed to ensure compliance, identify non-compliance issues and misuse, and through corrective measures assist the City with improving compliance. The monthly review and audit should happen within 14 days of the start of a new month or upon receipt of the monthly statement, whichever is earliest. After completing the monthly audit the Mayor as Administrator shall notify cardholders of any violations or questions the Administrator has that occurred within that previous month. Depending on the severity of the violation, the Administrator may suspend or revoke the use of the government purchasing card or government credit card after notification to the cardholder and to the municipal governing authority, but only after consultation with the City attorney. Any unresolved violations should be reported to the municipal governing authority and the City attorney in writing within 7 business days.

VIOLATIONS

The use of a government purchasing card or government credit card may be suspended or revoked when the Mayor as Administrator, after consultation with the City attorney, determines that the cardholder has violated the approved policies or state law regarding the use of the government purchasing card or government credit card. The government purchasing card or government credit card shall be revoked whenever a cardholder is removed from office with the City and shall be suspended if such elected official has been suspended from office.

AGREEMENT

Before being issued a government purchasing card or government credit card under this policy and state law, all authorized users of government purchasing cards or government credit cards shall sign and accept a copy of these policies and procedures indicating that such user will use such cards only in accordance with the policies of the City and with the requirements of state law.

I have read and understand the above policy. Any credit card issued to me should be kept in a secure location and is my sole responsibility. I understand that abuse of any City credit card may result in immediate disciplinary action including, but not limited to, termination and felony criminal prosecution.

Credit Card Issued

Employee Signature

Date