

JAN 17 2018

TASSI O'NEIL
COUNTY CLERK

1:15p
[Signature]

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

In the Matter of Adopting a Policy for)
Purchasing, Fiscal Control and)
Distribution of Gift Cards)

ORDER #18-010

This matter came before the Tillamook County Board of Commissioners on January 17, 2018. The Board, being fully apprised of the representations of the records and files herein, finds as follows:

1. Tillamook County Departments utilize the distribution of gift cards for the purpose of incentivizing program participation.
2. As public funds are used for the purchasing of gift cards, Exhibit "A" outlines the process and procedures to be followed.
3. For the expenditure of federally awarded funds, the purchase of gift cards shall be identified as an allowable expense in the award document.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT:

4. The County may purchase and distribute gift cards as outlined in Exhibit A.
5. This order is to become effective January 17, 2018.

DATED this 17th day of January 2018

THE BOARD OF COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

[Signature]

Tim Josi, Chair

[Signature]

David Yamamoto, Vice-Chair

[Signature]

Bill Baertlein, Commissioner

Aye	Nay	Abstain/Absent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: Tassi O'Neil
County Clerk

APPROVED AS TO FORM:

By: *[Signature]*

Special Deputy

[Signature]

William K. Sargent, County Counsel

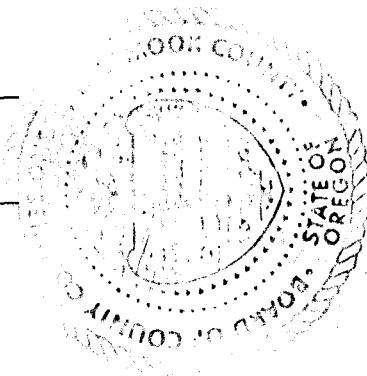


EXHIBIT A

POLICY REGARDING PURCHASING, FISCAL CONTROL AND DISTRIBUTION OF GIFT CARDS

1. Personnel within departments will be assigned authorization to purchase gift cards along with appropriate supervisory signatures. This information will be provided to the County Treasurer's Department.
2. Department personnel will verify allowable expenses and indicate proper fund usage, if using federally awarded funds. This information will be provided to the County Treasurer's Department before the purchase of gift card(s).
3. Request a purchase order from the County Treasurer's Department OR if the vendor will not honor purchase orders, purchase the gift card(s) with a County procurement card assigned to authorized personnel (see #1) following County policy and procedures.
4. The authorized person will make the gift card(s) purchase following County purchasing policy and procedures and will return all gift cards with proper receipts to the appropriate fiscal personnel within the department.
5. Authorized fiscal personnel, within departments, will reconcile the amount and number of gift card(s) to the receipt in front of the authorized purchasing person.
6. Authorized fiscal personnel, within departments, will record purchased gift card(s) on a gift card tracking log. This log may be provided by the County Treasurer's Department or developed within departments. The minimum information required is: date of purchase, purchase order number, purchase order total, amount expended, gift card number, date disbursed, gift card(s) recipient name and program description.
7. Gift card(s) must be kept in a locked drawer with the authorized fiscal personnel, within departments, until disbursement is requested.
8. Disbursement of gift cards(s) must be requested in writing with the authorized personnel signature(s) and reason for gift card use is given to the authorized fiscal personnel.
9. Authorized fiscal personnel will record the disbursement date and recipient on the appropriate gift card tracking log.
10. Authorized fiscal personnel will then disburse requested gift card(s) to authorized personnel to be either hand delivered or mailed in a manila envelope, addressed to verified participant mailing address for disbursement to program participants.
11. Reconciliation of gift card(s) on-hand and disbursed to the associated gift card log will be done with each gift card disbursement.
12. Gift card logs and verification of allowable federally awarded funds are subject to audit by the County Treasurer and/or County Auditor.