



Response to Questions on the 2016 LOBs

Request By: Supervisor Gross

Relevant LOB(s): LOB #35

Question: Provide a list of agency procurement cards and the general requirements of the program (i.e., allowable use, spending limits).

Response:

The County p-card program has numerous controls in place to mitigate risk and fraud (see <http://fairfaxnet.fairfaxcounty.gov/Dept/DPSM/policy/12-02.pdf>). Some controls include setting monthly spending limits and quantities of transactions based on the normal business use of each card, blocking of certain merchant groups that would be considered inappropriate (see list below), and weekly review of all p-card spend by the departments. Our p-card provider, JPM Chase, also has very robust fraud monitoring and will contact the County whenever a suspicious charge is detected. In calendar years 2014 and 2015, there were no fraud losses against any County p-cards.

Restricted Merchant Categories: If a p-card charge is attempted at any of the following merchant categories, the charge will automatically be declined at the point of sale.

- Wire Transfer, Money Orders
- Duty Free Stores
- Furriers and Fur Shops
- Wig and Toupee Shops
- Package Stores
- Pawn Shops
- Stamp and Coin Shops
- Bars, Cocktail Lounges, Taverns - Drinking Places
- Financial and Related Institutions
- Beauty Salons
- Dating and Escort Services
- Massage Parlors
- Health and Beauty Spas
- Billiard / Pool Establishments
- Bail and Bond Payment
- Betting (Lottery, Off-Track, Race Track, etc.)

As of March 10, 2016, there are a total of 1,499 active procurement cards (p-cards). The quantity of cards fluctuates on a day to day basis, based on County employment, or a need for a new card or deactivation of existing p-cards.

Of the 1,499 p-cards, there are 827 department (work group) p-cards and 672 named p-cards. Department cards are issued in the name of a department or department sub-group. A department card is secured by a card custodian and is checked out by a small group of authorized p-card users within the department or work group. A named (individual) p-card is issued in the name of a specific county employee and is held by the p-card user and may be carried on their person, or secured at their workplace.



Of the 672 named cards, 128 are “ghost cards” with no actual plastic, and account numbers are embedded behind the scenes in FOCUS. Those cards are used for payment for purchases to contracted marketplace vendors, such as Guernsey Office Products and Dell Computers.

There are 35 p-cards with a single purchase limit in excess of \$5,000, designated as special use p-cards. Each card has a designated purpose with specific bank controls in place. These controls may include restriction by merchant code indicating the type of merchant, or connection to a single merchant and one specific remittance address, among many possible restrictions. Compliance is closely monitored by the department p-card program manager.

Each department director or p-card program manager decides on the most appropriate single purchase limit on the cards, subject to County P-Card Program guidelines. Almost 1,300 of the 1,499 p-cards are currently set at a \$2,500 single purchase limit. Generally speaking, unless there is a business need, \$2,500 is the norm for most p-cards.

The following table lists the 53 participating departmental p-card programs. Generally speaking, the larger the department or agency, the more cards needed to support their programs.

P-Card List as of 3-10-2016

Agency Name	Number of P-Cards	Number of Department - Cards	Number of Named P-Cards	Number of P-Cards > \$5,000 SPL (Special Use)
CABLE / CONSUMER PROTECTION	7	5	2	1
CIRCUIT COURT	25	24	1	1
CIVIL SERVICE COMMISSION	1	1	0	0
CLERK TO THE BOARD OF SUPERVISORS	2	2	0	0
CODE COMPLIANCE	4	2	2	0
COMMONWEALTH’S ATTORNEY	5	5	0	0
COMMUNITY REVITALIZATION	1	1	0	0
COMMUNITY SERVICES BOARD	95	94	1	1
COUNTY ATTORNEY	2	2	0	0
COUNTY EXECUTIVE	1	1	0	0
DPWES CAPITAL FACILITIES	5	4	1	0
DPWES DIRECTOR	1	1	0	0
DPWES LAND DEVELOPMENT SERVICES	11	11	0	0
DPWES MAINTENANCE AND STORMWATER	2	2	0	0
DPWES SOLID WASTE	11	8	3	1
DPWES STORMWATER PLANNING	2	2	0	0
DPWES URBAN FORESTRY	2	2	0	0
DPWES WASTEWATER COLLECTION	2	2	0	0
DPWES WASTEWATER PLANNING	2	2	0	0
DPWES WASTEWATER TREATMENT	6	6	0	0
EMERGENCY MANAGEMENT	6	4	2	0
FACILITIES MANAGEMENT DEPARTMENT	144	66	78	1



Agency Name	Number of P-Cards	Number of Department - Cards	Number of Named P-Cards	Number of P-Cards > \$5,000 SPL (Special Use)
FINANCE, DEPARTMENT OF	5	5	0	0
FINANCIAL PROGRAMS AUDITOR	1	1	0	0
FIRE AND RESCUE	89	85	4	2
GENERAL DISTRICT COURT	6	6	0	0
HEALTH DEPARTMENT	23	21	2	2
HOUSING, DEPARTMENT OF	29	27	2	0
HUMAN RESOURCES	4	4	0	0
HUMAN RIGHTS COMMISSION	2	2	0	0
HUMAN SERVICES ADMINISTRATION	187	186	1	0
INFORMATION TECHNOLOGY	15	11	4	3
INTERNAL AUDIT	1	1	0	0
JUVENILE COURT	9	9	0	0
LIBRARIES	14	2	12	6
MANAGEMENT AND BUDGET	4	4	0	0
MC LEAN COMMUNITY CENTER	12	11	1	0
NEIGHBORHOOD AND COMMUNITY SERVICES	83	82	1	0
PARK AUTHORITY	288	4	284	1
PARTNERSHIPS, OFFICE OF	1	1	0	0
PLANNING AND ZONING	4	3	1	1
PLANNING COMMISSION	2	1	1	0
POLICE DEPARTMENT	164	69	95	2
PUBLIC AFFAIRS	2	2	0	0
PUBLIC SAFETY	9	3	6	2
PROCUREMENT AND MATERIAL MANAGEMENT	13	6	7	3
ELECTIONS, OFFICE OF	3	3	0	0
RESTON COMMUNITY CENTER	7	7	0	0
RETIREMENT AGENCY	1	1	0	0
SHERIFF'S OFFICE	27	4	23	0
TAX ADMINISTRATION	2	2	0	0
TRANSPORTATION	7	6	1	1
VEHICLE SERVICES	20	11	9	7
FOCUS Marketplace (Ghost Cards)	128	0	128	
TOTALS:	1,499	827	672	35