

Addendum C

-Credit Card Policy

15th District Agricultural Association
Kern County Fair and Event Center
Credit Card Policy

Credit cards are a flexible purchasing method for State and Local Government agencies. The credit cards are issued in the name of the cardholder and billed to the agency. The credit cards provide a payment mechanism for the acquisition of goods and services with flexible spending limits. Limits do not exceed the CEO's purchasing authority dollar threshold of \$100,000.

Therefore, the Kern County Fair will follow all procurement laws, regulations, policies, procedures, and best practices as defined by the State of California State Contract Manual (State agencies only), and additional policies as defined by the State or Local agency.

Credit card purchases are paid for by the Purchasing Department. The authorized users on the credit cards are the purchasing agent approved by the CEO, the Deputy Manager and the CEO. The spending limits are as follows: Wells Fargo Bank Visa \$80,000 and the Costco Citibank Visa \$11,000. All receipts and Purchase Orders (Over \$100.00) are attached to the monthly statement. Purchases are allocated to the appropriate accounting codes and then payment is issued.

Certified to be a True Copy

Signed _____
Blodgie Rodriguez
Title: Chairman of the Board
Date: May 20, 2019

Signed _____
Michael G Olcott, CEO
Title: Chief Executive Officer
Date: May 20, 2019