

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 25<sup>th</sup> day of January, 2022.

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Present:

Marlene J. Waymack, Chair  
Donald R. Hunter, Vice-Chair  
Floyd M. Brown, Jr.  
Alan R. Carmichael  
T. J. Webb

Vote:

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A-7A

On motion of \_\_\_\_\_, and seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

Resolution; Appointment; Two Board Members; Expense Report Review Committee for County Administrator, County Attorney, and County Clerk

WHEREAS, The Administrative Policy states that the Board of Supervisors will annually appoint a committee of two members to review and approve any expense report and supporting documentation for employees who report directly to the Board (County Administrator, County Attorney and County Clerk); and

WHEREAS, This committee will review and approve the purchase cards/credit card receipts and monthly statements for employees who report directory to the Board (County Administrator, County Attorney, and County Clerk).

NOW, THEREFORE BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25<sup>th</sup> day of January, 2022, hereby appoints \_\_\_\_\_ and \_\_\_\_\_ to serve on the Expense Report Review Committee for the calendar year 2022, or until two successors are appointed by the Board.

A Copy Teste:

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Jeffrey D. Stoke  
Interim County Administrator

**Teresa Knott**

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**From:** Betsy Drewry  
**Sent:** Thursday, January 20, 2022 11:13 AM  
**To:** Teresa Knott  
**Subject:** Policy Excerpt

Hi T,

These are the 2 sections of policy 170 (one for expense reports (reimbursement requests), and one for p-card purchases).

Expense reports

<b>SUBJECT:</b> Expense Reports and Purchase Cards / Accounts	<b>POLICY NUMBER:</b> 170.1 through 170.3	<b>DATE ISSUED:</b> November 9, 2021	Page 4 of 9
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Expressions of concern for an employee, elected official, or Board or Commission member who has or is recovering from a serious medical issue must be limited to a card.

**6. Expense Report Approval**

Expense reports must be approved by the employee's immediate supervisor and the Department Director (if applicable). The County Administrator will approve expense reports for Department Directors and Constitutional Officers. The Board of Supervisors will annually appoint a committee of two members to review and approve any expense report and supporting documentation for employees who report directly to the Board (County Administrator, County Attorney and County Clerk). Supervisors hold responsibility for verifying that expenses are supported by the required documentation, conform with County policies, were incurred on legitimate County business, and did not include amounts paid for alcohol, entertainment, or unauthorized persons. Supervisors are encouraged to review expense reports in conjunction with the employee's time sheet(s) and related invoices submitted for payment.

Under no circumstances will the County reimburse the purchase of alcoholic beverages. Employees must refer to Policy 330 to determine whether non-travel food purchases are allowable.

Employees are responsible for making sure their purchases are pre-approved by the Department Director. Purchases made without prior approval may be the responsibility of the employee.

P-Card Purchases

<b>SUBJECT:</b> Expense Reports and Purchase Cards / Accounts	<b>POLICY NUMBER:</b> 170.1 through 170.3	<b>DATE ISSUED:</b> November 9, 2021	Page 9 of 9
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## 11. Approval of Purchase Card and Credit Card Transactions

Purchase card / credit card receipts and monthly statements must be reviewed and approved by the employee's immediate supervisor and the Department Director (if applicable). The County Administrator will review and approve purchase card / credit card receipts and monthly statements for Department Directors and Constitutional Officers. The Board of Supervisors will annually appoint a committee of two members to review and approve the purchase card / credit card receipts and monthly statements for employees who report directly to the Board (County Administrator, County Attorney and County Clerk). Supervisors hold responsibility for verifying that expenses are supported by the required documentation, conform with County policies, were incurred on legitimate County business, and did not include amounts paid for alcohol, entertainment, or unauthorized persons. Supervisors are encouraged to review purchase card / credit card receipts and monthly statements in conjunction with the employee's time sheet(s). Approvals must be documented by a signature on the monthly credit card / purchase card statements.

*Betsy Drewry*

Deputy County Administrator, Finance  
Prince George County  
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