

## Merchant Category Codes (MCC Codes)

If you attempt a purchase and it is declined, it could be a blocked MCC Code. Follow these steps:

1. Email Program Administrator detailing who the vendor is and what you are buying.
2. Make your purchase again the following day (it takes up to 24 hours to open the code).

### Resources

**Tax Exempt Form/ W-9 Form:**  
<https://www.slcounty.org/mayor-finance/accounts-payable/>

**Purchasing Card Info:**  
<https://slco.org/contracts/purchasing-card/>



### Reminders

- The card is for your use only- do not loan your card to anyone.
- You are responsible for the card and all purchases made with the card.
- We're here to help!

Salt Lake County  
Contracts & Procurement  
2001 South State Street N4-600  
385-468-0300



Purchasing Card  
Quick Reference Guide

Angelina Linnett  
Plan Administrator  
385-468-0303  
[alinnett@slco.org](mailto:alinnett@slco.org)

Shawna Soliz  
Plan Administrator  
385-468-0300  
[ssoliz@slco.org](mailto:ssoliz@slco.org)

US Bank  
1-800-344-5696  
Toll-free, 24-hour, 7 days a week

## Purchasing Card DOs:

- *DO* use to pay for all small cost purchases as outlined in Policy 7021
- *DO* use your card online, in stores, by phone, by mail.
- *DO* use your card at the time of purchase or upon receipt of an invoice
- *DO* use your card for all purchases previously paid for with petty cash
- *DO* get a detailed receipt for all transactions
- *DO* store your physical card in a secure location at all times.
- *DO* use your card for all meals purchased under Policy 1020
- *DO* report any fraudulent activity on your card as soon as possible
- *DO* report your card lost or stolen as soon as possible
- *DO* turn in your card if you leave your job at Salt Lake County



## Purchasing Card DON'Ts

- *DON'T* pay sales tax
- *DON'T* buy any meals unless they qualify under Policy 7020 County Meals
- *DON'T* purchase anything until you have received approvals from your division/department as required
- *DON'T* give your card to anyone else to use - not even another County employee
- *DON'T* give out your card information to anyone calling you on the phone- always initiate the call
- *DON'T* ever email/fax your full card number.

## Prevent Fraud and Theft

- Watch your wallets and purses. Do not leave them unattended at any time.
- Keep your card out of sight as much as possible.
- Keep your card in a locked location if being stored at your desk.
- Ensure that your card is signed on the signature panel on the back.
- Ensure that you get your card back after every purchase.
- Always check receipts when they are signed and keep a copy.
- Report stolen or lost cards immediately to 1-800-344-5696.

