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**TITLE: PROCUREMENT CARD (P-CARD) POLICY**

**EFFECTIVE DATE:** July 1, 2013

**LAST REVISION:** February 12, 2015

Policy No. 8.1008

**POLICY STATEMENT**

This policy describes the guidelines and procedures involved in the processing of procurement card transactions and the necessary documentation and/or authorization needed to make payment for approved transactions.

**POLICY PROVISIONS**

1. Cards are assigned to full time faculty or staff of BRCC only.
2. Card enrollment forms will be approved by the Vice Chancellor of Finance.
3. Upon receipt of the new card has been received, the cardholder will be required to attend training and sign a Cardholder Agreement Form before using the purchasing card.
4. The purchasing card MAY NOT be transferred, assigned to, or used by anyone other than the designated cardholder. The cardholder will be required to surrender the purchasing card upon termination or job reassignment.
5. The Program Administrator retains the right to cancel a cardholder's privileges. Cards may be revoked for misuse or non-compliance with policies and procedures and/or Cardholder's Agreement.

**GENERAL GUIDELINES**

1. The card is to be used for payment of materials and services under \$1,000 (including shipping and handling charges), excluding taxes. The transaction and credit limits on the card have been approved by the Program Administrator. The purchasing card delegates the expenditure and purchasing authority, less than \$1,000, to the authorized cardholder, per transaction.
2. Quantity purchases or purchases for more than \$5,000 can only be authorized through competitive bid procedure. When a request for purchase of an item is questionable, please call Purchasing for clarification.
3. Procurement requirements shall not be artificially divided so as to stay within the limits stated. Total purchases in a two day period from the same vendor should not exceed \$1,000.
4. Violation to this policy may cause cancellation of the card and disciplinary action.
5. Obtain from the vendor a sales receipt or invoice that itemizes the order. Retain this documentation for matching it with monthly statement.




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**CARDHOLDER RESPONSIBILITES**

1. It is the cardholder’s responsibility to consult the BRCC LaCarte Card Purchasing policy to familiarize themselves with the college regulations.
2. The Cardholder’s must secure the card in a safe location and report the card lost or stolen to the Program Administrator.
3. State sales tax IS NOT to be charged on card purchases. Cardholders should make every effort at the time of purchase to avoid being charged state sales tax by explaining to the vendor that you represent a state agency that is exempt from paying sales tax. In the event state sales tax is charged, it is the cardholder’s responsibility to have the vendor issue a credit to the cardholder’s account.
4. The cardholder is to keep a purchasing log and prepare the statement each month indicating the approval of each transaction. Cardholder is to attach to this statement the appropriate supporting documentation of each transaction.
5. The cardholder is responsible for ensuring receipt of materials and/or services, and resolving any receiving discrepancies or damaged goods issues.

**RECONCILIATION AND APPROVAL PROCESS**

1. The primary responsibility for the reconciliation and approval process rests with the cardholder.
2. Each cardholder will receive a statement on a monthly basis.
3. The cardholder is to compare the transaction on the statement with the actual sales receipts, invoices, credit card slips, etc. (supporting documentation/purchasing log).
4. The cardholder is to verify each transaction as to date, vendor, and amount by matching to the supporting documentation/purchasing log.
5. The cardholder is to attach supporting documentation to the statement for all transactions listed. A STATEMENT OF DISPUTED ITEM, if applicable, is also to be attached.
6. The cardholder must sign the statement certifying agreement with the legitimacy and accuracy of the listed transactions.
7. The cardholder is to submit the statement with supporting documentation. STATEMENT OF DISPUTED ITEM (where applicable) is to be submitted to the Purchasing Department within five (5) days of receipt of memo statement. Statements not received within ten (10) days may result in cancellation of card.
8. For disputed or questioned items – Obtain the Bank of America’s Form, STATEMENT OF DISPUTED ITEM.
9. Personal expenses charged on the card ARE NOT ALLOWABLE. A violation may cause cancellation of card and disciplinary action.

Source of Policy:	<u>Finance</u>	Responsible Administrator:	<u>Vice Chancellor for Finance</u>
Related Policy:	<u>LCTCS #5.018</u>	LCTCS Policy Reference:	<u>#5.018</u>
Approved by:		LCTCS Guideline Reference:	<u>N/A</u>
Chancellor	<u>Andrea Lewis Miller</u>	Date:	<u>02/12/15</u>