Procurement Card Policy

The Procurement Card (P-Card) is a credit card which can be used for approved purchases up to \$10,000 of all non-restricted commodities from any supplier that accepts credit cards as a form of payment. The pcard provides a faster more efficient way to purchase lower dollar goods and services. The cardholder must understand this policy and sign the FLC Cardholder Agreement. An applicant will receive acceptable to the process of the proces

The purpose of the training session is to ensure that the cardholder is familiar with the policies and procedures, Workday, and to answer any questions the cardholder may have regarding use of the card.

Making a Purchase

Most employees are already familiar with making purchases using a credit card. The process for placing an order using the Procurement Card is very similar to those used when making a purchase with any commercial credit card. When making a purchase the following steps should be followed:

- x Confirm that the purchase is appropriate for the P-card.
- x Confirm the total cost (including shipping and handling) will not exceed preset transaction limits.
- x Make sure you are obtaining the best possible price and that tax is removed. Any cardholder should contact Purchasing to ask if there is a preferred/contracted supplier to use.

Departments may purchase items up to their individual spending limits utilizing their P-Card. No requisition form or formal purchase order is needed. UNDER NO CIRCUMSTANCES ARE LARGE PURCHASES TO BE ARTIFICIALLY DIVIDED TO FALL WITHIN THIS LIMITATION. The p-card should be used whenever possible to minimize paperwork and to expedite procurement. Cardholders should refer to the Purchasing Policy for procedures regarding authorization of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise with the procurement of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise point of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise point of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise point of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise point of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise point of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise point of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise point of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise point of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise point of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise point of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise point of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise point of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise point of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise point of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise point of purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise purchases and cost- F R G L Q J R I V D P H 7 K Hexampton On the rise purchases and cost- F R G L Q J R I V D P H 7 K

PROHIBITED TRANSACTIONS

DO NOT PURCHASE THE FOLLOWING GOODS WITH YOUR CARD.

These are Prohibited Transactions and constitute Cardholder violations.

- x Alcohol
- x Personal expenses
- x Cash or Cash Type (Gift Cards) Transactions
- x Split Purchases an item costing over your approved limit, split among more than one transaction.

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EXCLUDED MERCHANT TYPES

DO NOT PURCHASE GOODS FROM THE FOLLOWING MERCHANT TYPES

An attempted purchase from these types of merchants will cause the transaction to decline.

- x %DQNV \$70¶V)LQDQFLDO ,QVWLWXWLRQV
- x Betting, lottery, wagers, beer, wine, packaged liquor stores
- x Dating & escort services, counseling, massage parlors, health and beauty spas, online dating sites

FOOD PURCHASES FOR OFFICIAL FUNCTIONS

P-FDUG KROGHUV DUH UHVSRQVLEOH IRU UHDGLQJ DQG XQGHUVWDQGLQJ)/&¶\purchases for official functions.

Lost or Stolen Cards

It is the cardholder's responsibility to report lost or stolen cards immediately to US Bank. After notifying US Bank, the cardholder must report the lost card to Purchasing. A replacement card will be ordered and takes approximately 3-5 business days to receive.

Disputing a Transaction

A cardholder may dispute any charge that appears on the P-Card. If there is a charge that is not recognized by the cardholder or appears to be incorrect, the cardholder must contact US Bank and begin the claim process. The phone number for disputes is located on the back of the card. The current card will be deactivated, and a new card issued. A replacement card will be ordered and takes approximately 3-5 business days to receive.

P-Card Holder Responsibilities

The individual employee to whom a P-Card has been given is responsible for the accuracy of information and data they provide to an approver in support of a P-Card purchase. The cardholder is the individual whose name appears on the purchase card. All transactions for the previous month must be coded, have the invoice attached and be allocated by the cardholder no later than the last day of the month the transaction occurred.

P-Card Approver Responsibilities

The approver's responsibility is to verify that purchases are appropriate for the funding source and are for the benefit of the college. The approver is required to review all P - Card documentation in Workday and any backup documentation that must be provided.

P-Card Violations and Consequences

P-Cards will be monitored for compliance. The table below lists P-Card violations and subsequent actions taken for each offense. Department director and Supervisor will be notified of each offense. Offenses subject to review and may be dismissed due to extenuating circumstances.

Progressive Discipline Guidelines (Within A Rolling Year)

Offense	1 ST Offense	2 ND Offense	3 RD offense
Missing/Invalid Receipts (Includes paying sales tax)	Violation email to user, supervisor, director after 2 occurrences	Suspension of card after 3 occurrences	Loss of p-card privileges
Splitting purchases willfully	Suspension of card for at least 6 months	Loss of p-card privileges	

Inappropriate/Unauthorize d purchase (including personal use of card)

Violation email to user, supervisor, director, and reimbursement