

# SOLANO COMMUNITY COLLEGE DISTRICT

## PURCHASING CARD (Cal-Card) POLICIES AND PROCEDURES

---

In order to expedite the purchase and accounting of low cost and frequently needed items, the District issues purchasing cards to employees whenever there is sufficient benefit to the District.

Requesters will have the option to select from one of the monthly limits available; legitimate justification for the selected spending limit is required. If at any time a higher limit is required for a special purpose, approval through the same authority as a new cardholder must be obtained and a new Purchasing card application must be submitted to purchasing. Requests will be processed immediately.

Monthly limits available:

Level 1: \$1,000 \*\* Level 2: \$3,000 \*\* Level 3: \$5,000 \*\* Level 4: \$8,000 \*\* Level 5: \$12,000

Each purchasing card is restricted from charges made to the following types of merchants:

Retail Liquor	Cash Advances	Entertainment
Contract Services	Recreation	Financial Services
Utilities	Health Services	Professional Services
Education	Membership	Office Depot
Construction	Wholesale Services	Amazon

1. Every cardholder shall hold a regularly established position at Solano Community College District, and shall agree to all terms and conditions established for the issuance of a District Purchasing card.
2. Every card issued requires approval from the requester's budget administrator and the Director of Purchasing.
3. Every cardholder shall sign his/her card in the presence of a designated District issuer immediately upon taking possession of the card.
4. The cardholder shall be personally liable for inappropriate charges and shall be personally responsible for the settlement of any dispute on any purchase with a vendor.
5. The Purchasing card will be revoked for any one of the following reasons:
  - a) The card is used for personal or unauthorized purchases.
  - b) The cardholder allows the card to be used by another individual, unless otherwise approved by the budget administrator.
  - c) The cardholder uses another cardholder's card to circumvent a purchase limit assigned to either cardholder.
  - d) The cardholder accepts a personal gratuity from a vendor.
  - e) The card is used to purchase gratuities, gift cards, awards, FasTrak and gifts.
  - f) Never lend your card to anyone.

- g) The cardholder fails to provide the Purchasing Office with information about any specific purchase.
  - h) The cardholder fails to provide receipts for items charged to the purchasing card. Missing receipt forms can be used for the occasional missing receipt; however, if more than one receipt is missing within the same billing cycle or a missing receipt form is submitted more than four (4) Times per fiscal year, the card will be revoked. Cardholders should make every effort to obtain and turn in receipts monthly.
  - i) The cardholder does not adhere to any of the Purchasing card policies and procedures.
  - j) The cardholder charges food to the general fund without proper authorization or fails to provide the required information as outlined in #12 below. Attaching a copy of the approved Travel and Conference form is the appropriate authorization to use when charging food at a conference.
  - k) The card is the property of USbank, and the bank may, at any time, revoke card privileges under the provisions of its policies and procedures.
6. The card is prohibited for the purchase of individual equipment that exceed \$5,000. This restriction is necessary to ensure adequate inventory control. Cardholders shall adhere to these limits and restrictions.
7. The cardholder is personally responsible for guaranteeing that all charges are for appropriate District expenses, that purchases are within budget limits, and that the purchase does not violate any other law, regulation, or policy of the Board of Trustees. Neither USbank, nor the District assumes responsibility for non-District purchases. The cardholder shall be liable to the District and to USbank for any non-District purchases.
8. The cardholder shall immediately notify USbank and the Purchasing Department if the card is lost, stolen, or in the possession of an unauthorized person. A written follow-up, including pertinent information on the cause of the Purchasing card loss or use by an unauthorized person, shall be forwarded to Purchasing in a timely manner.
9. Every cardholder shall take reasonable precautions with the Purchasing card. These include, but are not limited to, the following:
- a) Keep the card in view after you give it to a clerk. Get it back promptly after the clerk has imprinted it or swiped the card.
  - b) Avoid signing a blank receipt. Draw a line through blank spaces above the total when you sign.
  - c) Destroy all carbons and void (when a mistake was made) receipts. If the clerk has to keep a voided receipt for the store's accounting system, be sure to get a copy.
  - d) Save all Purchasing card receipts. Check your receipts and payments against the statement.
  - e) Immediately report in writing any questionable charges to the Purchasing Department.
  - f) Never lend your card to anyone.
  - g) Never leave your card, receipts, or carbons where anyone can pick them up.
  - h) Never put a card number on a postcard or on the outside of an envelope.
  - i) Never give your card number over the phone unless you are dealing with a company you are sure is legitimate.
  - j) Whenever possible use those vendors identified by the purchasing department.

10. Each budget administrator is responsible for monitoring the budget to assure the cardholder does not exceed their department budget.
11. Payment for charges made against the Purchasing card shall be processed as follows:
  - a) When the statements are transmitted or otherwise received by the District, the charges against each card shall be charged to that card's designated budget account.
  - b) Monthly purchasing card statements are mailed directly to each cardholder by USbank. It is the cardholder's responsibility to attach his/her monthly purchasing card receipts and the purchasing card statement with budget codes for each transaction and submit to his/her department manager for review and approval.
  - c) The department manager or budget administrator shall confirm each purchase as to amount and purpose. Confirmation shall be evidenced by the responsible manager's signature on the monthly statement and the date of approval.
  - d) It is the responsibility of the Budget Administrators to ensure that their department cardholders are submitting monthly statements with receipts attached and that all receipts are accounted for. Those statements are then forwarded to Account Payable for review.
  - e) The Budget Administrator is required to transfer expenses to the appropriate accounts every month.
12. It is not the intent of this program to allow food charges other than for travel and conference. If business lunches are required they are to be approved, in advance, by the College President. Along with their approval, the following must be submitted:
  - a) A list of the people attending the lunch or dinner
  - b) The reason for the meeting
  - c) The restaurant's detailed receipt

**Alcohol expenses are not allowed!**

13. If you use your purchasing card for Travel and Conference expenses, you are required to make a copy of your receipts to include with your Travel form. You will NOT be reimbursed for these expenses if you have used the District's purchasing card. *A copy of your approved Travel & Conference form must be attached to your monthly statement if you used your purchasing card to pay for any travel expenses.*
14. Violations to these policies and procedures will result in the following:
  - a) First offense: purchasing card will be placed on a transaction hold for 30 days.
  - b) Second offense: purchasing card will be placed on a transaction hold for 90 days.
  - c) Third offense: purchasing card will be revoked permanently.
15. An exception to these policies and procedures may be granted by the Director of Purchasing under extraordinary circumstances.

.....

I have read the District's Purchasing Card Policy and Procedures and agree to abide by them upon acceptance of a Purchasing Card issued to me, and agree that revocation of card authorization will have no effect on obligations outstanding as of the date of revocation.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_