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CHAPTER 31. Purchase Cards

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31.1 Policy

Purchase cards simplify the buying process and may be used by specific authorized individuals to procure for immediate delivery low-dollar-value, non-production materials and expense items. The purchase card shall only be used in accordance with established guidelines and procedures and only for purchases that are otherwise authorized. Purchase Cards should not be used to circumvent standard procurement requirements to maximize competition.

31.2 Ethics

Authority employees involved in the purchase card procurement process must conduct business in a manner above reproach, with impartiality, and with preferential treatment for none. The general rule is to strictly avoid any conflict of interest or the appearance of impropriety in the procurement process.

31.3 Obtaining a Purchase Card

The Director of Procurement shall establish all requirements for use and control of purchase cards for all authorized users. These requirements will be consistent with the terms and conditions of the current purchase card contract and the Purchase Card Manual. A credit background check will be conducted of all individuals proposed to be purchase card holders prior to issuance and receipt of a commercial purchase card.

31.4 Limitations of Transaction Amounts

The Director of Procurement shall establish and determine in writing all individual dollar limitations for purchase cards. In addition, the Director of Procurement shall determine the limitation per transaction for each purchase card. No individual shall exceed his or her individual limitations without the Director of Procurement's express written approval. Dividing transactions in order to stay below the individual maximum transaction dollar amount is prohibited.

31.5 Use of the Purchase Card

The purchase card may be used for but not limited to micro-purchases, and may be used to place a task or delivery order (if authorized in the basic contract, basic ordering agreement, or blanket purchase agreement) or make payments when the contractor agrees to accept payment through the card.

31.6 Sanctions

Violation of the Authority's Purchase Card policy will subject the user to the following sanctions.

1. Card holder may be held financially responsible for unauthorized purchases
2. Revoking the individual's P-Card
3. Termination of employment

31.7 Maintaining Required Records

Authorized purchase card holders are responsible for maintaining a spreadsheet log of transactions made. The spreadsheet shall contain the minimum information specified in the Purchase Card Manual.



31.7.1 Responsibilities

The individual purchase card holder is responsible for securing his or her purchase card and preventing unauthorized use. In addition, the card holder is responsible for all charges until the Authority makes payment. Key responsibilities for Department Heads, Accounts Payable, and the Procurement Department are found in the Purchase Card Manual.