

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

Business Services

PURCHASING 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. Cardholders are established by the approval of the requester's budget administrator and the Dean of Administrative Services at either college, or the Budget Administrator and the Vice Chancellor, Administrative Services for Districtwide Services.

Each cardholder will have a monthly limit of \$1,000.00. 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 submitted in writing to General Services.

Request for higher limits require additional approval from the Presidents, if you are a college employee, or the Vice Chancellor, Administrative Services if you report to Administrative Services or the Chancellor's office. Requests will be processed immediately.

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

Retail Liquor	Cash Advances	Entertainment
Contract Services	Recreation	Utilities
Boat/ Air Service*	Health Services	Financial Services
Education	Membership	Professional Services
Miscellaneous	Wholesale Services	

*this is for marina boat services; Air Travel is allowed through common carriers.

1. Every cardholder shall hold a regularly established position at West Valley-Mission 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, the appropriate Dean of Administrative Services for the colleges and the budget administrator and the Vice Chancellor, Administrative Services for Districtwide services.
3. Every cardholder shall sign their 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 purposes.
 - b) The cardholder allows the card to be used by another individual.
 - c) The cardholder splits a purchase to circumvent a purchase limit assigned to the card.

- d) The cardholder uses another cardholder's card to circumvent a purchase limit assigned to either cardholder.
 - e) The cardholder accepts a personal gratuity from a vendor.
 - f) The cardholder uses the card to purchase gratuities and gifts.
 - g) The cardholder fails to provide the Purchasing Office with information about any specific purchase.
 - h) The cardholder fails to provide documentation confirming that charges are approved within thirty days of a billing cycle.
 - i) The cardholder fails to provide Finance with expense transfer documentation that may be necessary to record a purchase appropriately.
 - j) The cardholder does not adhere to any of the Purchasing card policies and procedures.
 - k) The Purchasing card is the property of the bank, and the bank may, at any time, revoke card privileges under the provisions of its policies and procedures.
 - l) The cardholder fails to submit the monthly credit card report with detailed receipts to Purchasing.
6. This card is not intended for the purchase of equipment. Acquisitions of individual items that exceed \$1000 are prohibited. 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 the bank nor the District assumes responsibility for non-District purchases. The cardholder shall be liable to the District and to the bank for any non-District purchase.
8. The cardholder shall immediately notify the Purchasing Department if the Purchasing 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 the Purchasing Officer 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.
 - 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. Upon receiving your monthly accounting report, check your receipts and payments against the statement.
 - e) Immediately report in writing any questionable charges to the Purchasing Officer.
 - 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 reports shall be forwarded to the Administrative Services Offices at each college and the Districtwide Services Managers, and it will be the responsibility of those offices to disseminate the report to the budget administrators for review and processing.
- c) The department managers shall arrange to confirm each and every purchase as to amount and purpose. Confirmation shall be evidenced by the responsible manager's initials and date of approval.
- d) It is the responsibility of each cardholder to attach their monthly receipts to their monthly statements and forward this information to their Budget Administrator.
- e) 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 Purchasing for review.
- f) 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 for other than travel and conference. If business lunches are required they are to be approved, in advance, by either the College President or the Vice Chancellor, Administrative Services. Along with their approval, you must submit the following:

a list of the people attending the lunch or dinner

- a) the reason for the meeting
- b) the restaurants detailed receipt

Alcohol expenses are not allowed!

13. If you use your credit card for Travel and Conference expenses, you are required to make a copy of your receipts to include with your Travel and Conference form. You will NOT be reimbursed for these expenses if you have used the District credit card.

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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: _____

Date: _____

Print Name: _____