


# PROCEDURE

<b>Subject</b>	<b>Purchasing Card Program</b> <span style="float: right;">Page 1 of 12</span>	<b>Number:</b> 5.18.14 (Formerly 6.02.01)
<b>Source</b>	Vice President, Finance and -Administrative Services	<b>Reference (Rule #)</b> 6HX14-5.18
<b>President's Approval/Date:</b> 04/03/2017		

## PURPOSE

This procedure defines the elements of the College's Purchasing Card Program and establishes an orderly and efficient method for qualified personnel to pay for small dollar goods as well as to pay for approved travel costs.

## FUNDAMENTALS

The purchasing charge card, (hereinafter "the Card" or "purchasing card") may be used by approved departments to purchase goods and limited services. The purchasing card may also be used to pay approved travel-related expenses for authorized travelers as defined in [Procedure 1.29.01, Travel Authorization and Funding](#).

Cards will be issued by a college-approved financial institution in the name of the individual (the "Cardholder") above the College's name. The Card is property of the College and the financial institution. Accordingly, the corporate liability lies with the College, however, the responsibility for appropriate use of the Card lies with the Cardholder.

## OVERVIEW

The purchasing card will be an alternate method for procuring goods and paying travel-related costs. The program will reduce the number of purchase orders and accounts payable transactions by consolidating multiple vendor invoices into one monthly invoice from the college card vendor. This purchasing card procedure will not change or supersede other College Rules and Procedures and/or internal controls for procuring goods and services and paying travel-related expenses.

### A. Purchases and Limits:

The Card shall be used to purchase goods and limited services for the College. The Card is to be used solely for authorized College purchases and not for personal use. Each card issued will have  
Rev. 4/03/2017

its own specified dollar amount limits (i.e., per transaction, per month) and specified restrictions (i.e., various categories of purchase not allowed).

Authorized purchases include, but are not limited to:

- Airline tickets
- Hotel registration
- Conference registration
- Small goods such as, paint supplies, electrical cords, grounds and carpenter supplies

Prohibited charges include, but are not limited to:

- Personal charges
- Cash advances
- Car rental (contact Purchasing)
- Fuel for personal vehicles
- Entertainment expenses
- Capital Assets (unless previously authorized)
- Non-Capital Assets
- High Theft Items as defined in [Procedure 5.20.01 Personal Property Accountability](#).

Generally, the following purchase limits are established:

	Per Month	Per Transaction
Facilities Management	\$5,000	\$1,000
Travel	\$5,000	\$2,000

The Directors of Finance and Business Services are designated Card Program Administrators and may establish additional limits. A written request from a Dean, Vice President, or Director (“Card Approvers”) will be required for the issuance of cards, single purchase and monthly limits, new cards, canceled cards, and any other changes or additions. The Card Program Administrator will be responsible for corresponding with the bank for these requests.

Use of the purchasing card does not relieve departments from using beneficial state contracts, or contracts established by the Business Services Department, nor does it provide an avenue to circumvent the College’s procurement system for normal purchases.

B. Travel Expenses:

Approved travel-related expenses are defined in [Procedure 1.29.01, Travel Authorization and Funding](#).

## **PROCEDURES:**

### **A. Card Issuance, Cancellation and Changes:**

Purchasing cards will be issued by the financial institution through the Directors of Finance or Business Services. The cards will be issued in the name of the designated Cardholder above the College's name. The Cardholder must sign an employee Cardholder Agreement (Attachment A) before obtaining the purchasing card. Upon request by the College or upon termination of employment, Cardholders must return the purchasing card to the Director of Finance or designee. Any requests for new, replacement or cancelled cards or changes of any kind to existing purchasing cards will be processed by the Director of Finance or Business Services.

### **B. Security:**

Authorized use of the purchasing card is limited to the person in whose name the card is issued. The purchasing card shall not be loaned to another person. In the event the Cardholder is absent from work for an extended period of time, a new card may be issued to another person for the duration of the absence if requested by the Card Approvers. The purchasing card shall be kept in a secure location. The account number on the purchasing card shall not be posted or left in a conspicuous place. If the Cardholder's purchasing card is lost or stolen, the Cardholder must immediately notify the Director of Finance or Business Services, who will in turn notify the financial institution.

### **C. Additional Criteria for use of Purchasing Cards:**

1. Funds must be available in the Cardholder's departmental budget for each charge, and an encumbrance must be completed. It is the responsibility of the Cardholder and the Budget Supervisor to assure funds are available.
2. Freight, if applicable, must be added to the cost of the order by the vendor.
3. The College is exempt from the State of Florida Sales Tax. The College's tax-exempt certificate will be shown and verified with every purchase if required.

## ATTACHMENT A

### STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA PURCHASING CARD PROGRAM CARDHOLDER AGREEMENT

I, the undersigned, agree to the following regarding the use of the State College of Florida, Manatee-Sarasota purchasing card that is to be assigned to me for Official College Business only:

1. I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of the College and will strive to obtain the best value for the College by using “preferred suppliers,” including state contract and SCF Purchasing contracted vendors whenever possible.
2. I understand that under no circumstances will I use the SCF Purchasing Card to make personal purchases, for either others or myself. Willful intent to use the SCF Purchasing Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment or prosecution to the extent permitted by law.
3. I will follow Florida Law and State College of Florida, Manatee-Sarasota Purchasing Rules and Procedures, including the established procedure and guidelines for using the SCF Purchasing Card. Failure to do so may result in either revocation of my card privileges or other disciplinary action as noted above.
4. I have read and understand the Purchasing Card Program Procedure (5.18.14).
5. I have completed the on-line training on \_\_\_\_\_ and understand the SCF Purchasing Card Program. I have been given the opportunity to ask any questions to clarify my understanding of the program. I further understand that I am free to contact the Finance and/or Business Services departments or others as may be needed, for any other information or help that I may need in connection with the SCF Purchasing Card Program.
6. I acknowledge that the SCF Purchasing Card may not be used for the purchase of items shown in SCF Procedure 5.18.14, Policy section.
7. I acknowledge the credit limit assigned to the Card issued to me.

8. I agree to submit (and keep copies of) the necessary records and documentation of transactions that I make with the SCF Purchasing Card so that reconciliation of transactions may be done in a timely manner by the responsible departmental person. For travel transactions, I agree to submit receipts to the reconciler within five (5) business days of completed travel.
9. I agree that, should I violate the terms of this agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse State College of Florida, Manatee-Sarasota for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe the College may be deducted from any amounts which would otherwise be due and owing to me, including salary and wages.
10. I agree to return the card immediately upon request or upon termination of employment (including retirement). In addition, if I am involved in an organizational change or transfer to another department or cost center, I will return my card and arrange for a new one if deemed necessary by my supervisor.

Printed Name of Employee \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Area Vice President:

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

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

---

FOR FINANCE OFFICE USE ONLY

Card Number \_\_\_\_\_

Department Name \_\_\_\_\_

Phone# \_\_\_\_\_ email: \_\_\_\_\_

Card Given to (Name of Card Recipient): \_\_\_\_\_

Date Card Given to Recipient: \_\_\_\_\_