



PROCUREMENT CARD HANDBOOK AND APPLICATION

Administrative Procedure 6330

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1. Introduction

The State of California Department of General Services entered into a Master Services Agreement with IMPAC Government Services for VISA card services. The program allows the use of the Procurement Card for making small dollar purchases of materials and services.

Using the Procurement Card will save time and money for the District, largely through consolidating and streamlining paperwork. The Cardholder, in particular, will find the Procurement Card convenient for small dollar purchase of materials and services:

- Making walk-in purchases.
- Placing telephone orders.
- Placing orders for publications, subscriptions, dues/memberships, etc.
- Confirming hotel travel accommodations.

Procedures have been established to provide an easy-to-use process for District Cardholders in compliance with Board Policy 6330

2. General Information

In order to expedite the purchase and accounting of low-cost and infrequently needed items, the District may issue a Procurement Card to an employee whenever there is sufficient benefit to the District.

The request for a Procurement Card shall be initiated by the Area Administrator following processes defined within the Procurement Card Procedures Handbook. The Cardholder shall adhere to limits and restrictions that have been specifically assigned to each Procurement Card.

Purchases shall be:

1. Limited to materials and services – NO EQUIPMENT OVER \$200.00 ALLOWED WITHOUT PRIOR WRITTEN APPROVAL FROM THE DISTRICT PROGRAM COORDINATOR! Each Procurement Card will be assigned per transaction and per monthly billing cycle dollar limit based upon employment and need.
2. For materials and services that are low in cost and required infrequently. (Materials and services required on a frequent or regular basis shall be processed through the established Purchasing System via the Blanket Purchase Order Option.)
3. In compliance with the San Jose/Evergreen Community Purchasing Policies and Procedures.

3. Cardholder Responsibilities

1. The requestor shall read, complete, and sign the Procurement Card Handbook and Application; then forward both documents in its entirety to the Area Administrator for consideration and signature.
2. After consideration and signature, the Area Administrator shall forward the documents to the Site Business Officer for consideration and signature; then he/she will forward the documents to the District Program Coordinator.
3. The District Program Coordinator will review the documents for approval. Once approval is received, the District Program Administrator will process the application and upon receipt of the Procurement Card shall contact the Cardholder.
4. Upon receipt of the physical Procurement card, the District Program Coordinator will send the procurement card to the Site Business Office for pick up by the Cardholder.
5. The Cardholder may then register their account online at [Welcome to Access Online \(usbank.com\)](https://www.usbank.com).

6. The Cardholder shall obtain original or electronic itemized receipts for all purchases. All receipts must be itemized and include the following information:
 - a) Date of purchase.
 - b) Description of items purchased
 - c. Quantity of items purchased.
 - c) Price per item purchased
 - e. Amount of sales tax.
 - d) Shipping/handling charges, if applicable.
7. The Cardholder shall be responsible for any discrepancies with the Procurement Card Statement. Responsibility includes resolving disputes with the vendor, explanation of the specific charge, etc. Disputes with the vendor that cannot be resolved between the Cardholder and the Vendor shall be forwarded to the District Program Coordinator.

4. Area Administrator Responsibilities

1. The Area Administrator consideration and signature of the Procurement Card Application is required before the request will be forwarded through the approval process.
2. The Area Administrator will receive a Procurement Card Statement listing Cardholder's monthly activity.
3. The Area Administrator is responsible for receiving and reviewing the Cardholder's reconciled packet to ensure the purchases are appropriate and not prohibited and that proper documentation is included.
4. The Area Administrator shall forward signed Cardholder's reconciled packet through the approval process to the Site Business Officer within five (5) working days after receipt of the reconciled packet from the Cardholder.

5. Business Site Officer Responsibilities

1. The Site Business Officer is responsible for reviewing the documentation to verify correct assignment of appropriate budget accounts and funds availability. The Site Business Officer shall forward the approved reconciled packet to the District Accounts Payable Coordinator within five (5) working days after receipt of the approved packet from the Area Administrator.

6. District Accounts Payable Coordinator Responsibilities

1. The District Accounts Payable Coordinator is responsible for processing the payment against the reconciled packet received within fifteen (15) working days after receipt of the approved reconciled packet.
2. The District Accounts Payable Coordinator shall reconcile Procurement Card Statements involving disputes to apply appropriate credits against appropriate accounts.
3. The District Accounts Payable Coordinator shall be responsible for maintaining appropriate Procurement Card documentation for annual audit financial reports.

7. District Program Coordinator Responsibilities

1. The District Program Coordinator shall be the liaison between the State Department of General Services Cal-Card Program Division and the San Jose/Evergreen Community College District. The District's Director of Fiscal Services is designated the District Program Coordinator.
2. The District Program Coordinator shall be responsible for ensuring Procurement Cards are used appropriately for the purchase of materials and services in compliance with the San Jose/Evergreen Community College District Purchasing Policies and Procedures.
3. The District Program Coordinator shall be responsible for follow-up on unresolved disputes between the Cardholder and the Vendor.

4. The District Program Coordinator shall be responsible for revoking the Procurement Card for inappropriate use and/or abuse of the Procurement Card.

8. Prohibited Uses

The Procurement Card shall **NOT** be used to purchase any of the following items:

- Alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the District, not used for classroom instruction
- Ammunitions, weapons, or explosives
- *Cash or cash advances
- Consultants and/or speakers
- *Court costs, fines, bail, bond payments
- Facilities remodel: carpeting, draperies, etc.
- Flowers, holiday decorations, or personal objects (such as candy, greeting cards, invitations, pictures, radios, art objects, etc.)
- Food and beverages not associated with business travel or business-related meetings as defined in the District's Administrative Procedures
- Equipment over \$200
- *Gambling or betting
- Gifts, donations, or contributions to individuals or organizations
- Items for personal use even if Cardholder intends to reimburse the District
- Items for non-District purposes
- Items that would be given away for promotional purposes
- Medical drugs (narcotics) or other pharmaceutical products, not used for classroom instruction
- *Political or religious organizations
- *Purchase of telephone services
- *Rental or lease of buildings
- Service agreements
- *Securities/insurance
- *Tax payments
- Telephone equipment/supplies
- Tablets or other mobile hand-held devices
- Tickets for recreation or entertainment purposes
- Transit passes
- Any other types of purchase that are prohibited in accordance with District policies

* Prohibited by State CAL-Card Program.

The use of the Procurement Card shall NOT be used to circumvent:

- The splitting of purchases to eliminate the bidding process
- The scheduling and budgeting of minor capital outlay projects
- The scheduling and budgeting of special repairs

9. Disciplinary Action

A Cardholder who makes an unauthorized purchase with the Procurement Card or uses the Procurement Card in an inappropriate manner will be subject to revocation of the Procurement Card and disciplinary action which may include restitution to the District for unauthorized purchases, card cancellation, and termination of employment from the District, and criminal prosecution. Each Cardholder is responsible for the Procurement Card issued to him/her and compliance to Board Policy 6330 and Administrative Procedures 6330. All Procurement Cards are subject to ongoing audit for compliance and enforcement of Board Policy 6330 and Administrative Procedures 6330.

10. Reporting Lost or Stolen Procurement Cards

If a Procurement Card has been lost, stolen, or is in the possession of an unauthorized person, the Cardholder shall notify the Procurement Card Company and the District Program Coordinator IMMEDIATELY!

11. Replacing Procurement Cards

If a Procurement Card needs to be replaced because it is worn out, defective, lost, or stolen, please notify the District Program Coordinator and complete the Procurement Card Replacement Request Form and submit to the District Program Coordinator.

12. Forms

See forms on next page.

PROCUREMENT CARD APPLICATION

INSTRUCTIONS:

1. Use this form to apply for a District P-Card or Renew your existing P-Card.
2. Read and fully understand the Procurement Card Handbook.
3. Complete all fields. Incomplete applications will not be processed.
4. Acknowledge and sign the Procurement Card Program Agreement below on page 9.
5. Route for approval via Adobe Sign.
6. Submit fully approved application and Handbook in its entirety to the District Program Coordinator.

CARDHOLDER INFORMATION:

Use only official legal name as shown in Employee records.

Date:	
Name:	
Employee ID#	
Phone:	
Email:	
Department:	
Location:	EVC SJCC DO

PURPOSE OF PROCUREMENT CARD USE:

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APPROVALS:

Area Administrator:	Name:	Signature:
Site Business Officer:	Name:	Signature:
District Program Coordinator:	Name:	Signature:

PROCUREMENT CARD PROGRAM AGREEMENT

In order to expedite the purchase and accounting of low cost and infrequently needed items, the District may issue Procurement Cards to employees whenever there is sufficient benefit to the District. A Procurement Card Application shall be reviewed and approved for forwarding by the Area Administrator, the Site Business Officer, and the District Program Coordinator. A Procurement Card Application shall be approved by the Chancellor, College President, or Vice Chancellor.

1. Every Cardholder shall be a full-time permanent employee of the San Jose/ Evergreen Community College District and shall agree to all the terms and conditions of this Agreement.
2. 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 law, regulation, or District policy. The Cardholder shall be personally liable to the District for any inappropriate purchases.

The Cardholder shall be personally responsible for the settlement of any and all disputes on any purchases with a vendor. The Cardholder Statement of Questioned Item Form shall be completed, faxed to the number listed at the bottom of the form, a copy must be attached to the monthly reconciled packet, and a copy forwarded directly to the District Program Coordinator.

3. The Cardholder shall adhere to limits and restrictions that have been specifically assigned to the Procurement Card based upon employment and need.

	Single Limit	Monthly Limit
Faculty / Staff	\$950.00	\$2,500.00
Dean / Director	\$950.00	\$2,500.00
Vice President	\$950.00	\$2,500.00
President	\$1,450.00	\$5,000.00
Vice Chancellor	\$1,450.00	\$5,000.00
Chancellor	\$1,450.00	\$5,000.00

4. Spending limits may be temporarily changed by completing the P-Card Limit Change Request Form attached herein.
5. The Cardholder shall take reasonable precautions with the Procurement Card. These include, but are not limited to the following:
 - a. Keep the Procurement Card in view after providing to the clerk.
 - b. Retrieve the Procurement Card promptly after the clerk has imprinted the card.
 - c. Avoid signing a blank receipt. Draw a line through blank spaces above the total when signed.
 - d. Destroy all carbons and voided (when a mistake was made) receipts. If the clerk has to keep a voided receipt for the store's accounting system, obtain a copy.
 - e. Immediately report in writing any questionable charges to the Procurement Card Company and to the District Program Coordinator.
 - f. **NEVER** lend or give the Procurement Card to anyone for any purpose.
 - g. **NEVER** leave the Procurement Card, receipts, or carbons where anyone can obtain them.
 - h. **NEVER** write a Procurement Card number on a postcard or on the outside of an envelope.
 - i. **NEVER** give the Procurement Card number over the phone unless dealing with a company that is guaranteed legitimate.

j. Whenever possible use only those vendors identified by the Purchasing Department.

6. The Procurement Card may be revoked for the following reasons:

- a. The Procurement Card is used for personal or unauthorized purposes.
- b. The Procurement Card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the District.
- c. The Cardholder allows the Procurement Card to be used by or for another individual or department.
- d. The Cardholder splits a purchase to circumvent a purchase limit assigned to the Procurement Card.
- e. The Cardholder uses another Cardholder's Procurement Card to circumvent a purchase limit assigned to either Cardholder.
- f. The Cardholder accepts a personal gratuity from a vendor.
- g. The Cardholder uses the Procurement Card to purchase gratuities and gifts.
- h. The Cardholder duplicates purchase on any other form of reimbursement.
- i. Reconciled Packet is not completed properly.
- j. Equipment purchases are made for over \$200 without prior approval from the District Program Coordinator.
- k. Purchases made are not within budget limits.
- l. The Cardholder fails to provide the District Program Coordinator with information about any specific purchase including the failure to provide receipts and documentation confirming that charges are authorized or the failure to provide expense transfer documentation that may be necessary to record a purchase properly.
- m. The Cardholder fails to provide documentation confirming that the charges are approved within the five (5) days after receipt of statement.
- n. The Cardholder does not adhere to any provision of the Procurement Card Policy and Procedures.
- o. The Procurement Card is the property of the bank, and it may at any time revoke card privileges under the provisions of its policies and procedures.

Unauthorized use of the Procurement Card is also subject to disciplinary action by the District.

7. Upon receipt of Procurement Card Statement, the Cardholder shall complete the Procurement Card Monthly Purchase Report and attach to the statement original itemized receipts and forward to the Area Administrator within five (5) working days after receipt of statement. All charges on the Bank Statement will be passed on to the designated cardholder's account, including any transaction or annual fees.

I, _____ have read the District's Procurement Card Procedures Handbook and agree to abide by its provisions.

Cardholder Signature: _____ Date: _____

P-CARD LIMIT CHANGE REQUEST FORM

INSTRUCTIONS:

1. Complete all fields. Incomplete forms will not be processed.
2. Route for approval via Adobe Sign.
3. Submit fully approved form to the Director of General Services.
4. Limit changes will revert back to original limits per the Effective Dates below.
5. Attach approved Concur Request if limit increase is related to travel.

RESTRICTIONS:

The use of the Procurement Card and any limit changes shall NOT be used to circumvent:

1. The splitting of purchases to eliminate the bidding process.
2. Purchases of goods or services greater than \$1,000.00.
3. Unauthorized purchases per the P-Card Handbook, select examples below:
 - a. Equipment over \$200.
 - b. Flowers, holiday decorations, or personal objects (candy, greeting cards, etc...)
 - c. Tablets or other mobile hand-held devices.
 - d. Facilities remodel: carpeting, draperies, etc...
 - e. Rental or lease of buildings.

REQUESTOR:

I, _____ have read and understood the restrictions above for my P-card limit change request. Signature: _____

Date:	
Purpose of Increase:	
New Single Limit:	\$
New Monthly Limit:	\$
Effective Dates:	From: _____ To: _____

APPROVALS

Department Manager:	Name: _____	Signature: _____
Campus Business Services:	Name: _____	Signature: _____
District Office:	Name: _____	Signature: _____

P-CARD REPLACEMENT REQUEST

INSTRUCTIONS:

1. Use this form for lost, stolen, damaged, or compromised P-cards.
2. Complete all fields. Incomplete forms will not be processed.
3. Route for approval via Adobe Sign.
4. Submit completed form to the Director of General Services.

P-Card Number:		Expiration Date:
Cardholder Name:		
Area Administrator Name:		

Reason for P-Card Replacement (Check one)

Lost	<input type="checkbox"/>	District Program Coordinator notified on - Date:
Stolen	<input type="checkbox"/>	District Program Coordinator notified on - Date:
Defective	<input type="checkbox"/>	Unable to use this card which is attached to this request in a sealed envelope. DO NOT DESTROY CARD. CARD MUST BE SUBMITTED WITH REQUEST

Cardholder Signature Date

Area Administrator Signature Date