



NAPA VALLEY COMMUNITY COLLEGE DISTRICT PURCHASING CARD PROCEDURES MANUAL

1.0 PURPOSE

To establish a methodology for use and to define the limits of use of district issued credit cards provided to certain personnel in order to make purchases of goods and/or services.

2.0 ATTACHMENTS

- 2.1 Purchase Card Employee Agreement
- 2.2 Access Online – Steps for Self-Registration
- 2.3 District Purchase Card Monthly Process
- 2.4 Lost/Missing Receipt Form

3.0 GENERAL

3.1 Abbreviations

- 3.1.1 CCPS: Credit Card Purchasing System

3.2 Definitions

- 3.2.1 Vendor: A company from which a Cardholder is purchasing materials and/or equipment or service under the provisions of this procedure.
- 3.2.2 Cardholder: Personnel who have been issued a credit card and who are authorized to make purchases in accordance with these procedures.
- 3.2.3 Approving Budget Center Manager/Area Dean: This individual shall review and approve a Cardholder's monthly Statement of Account
- 3.2.4 District Coordinator: The person responsible for all program details, including all Cardholder inquiries.
- 3.2.5

initiate transactions in-person, online, or by telephone, within the limits of this procedure, and receive goods. Payments to vendors are made via the Elan Financial Services settlement system. The Accounts Payable Department will make periodic settlements with the bank in conjunction with the Business and Finance Office's accounts payable procedures.

4.2 Receiving a Credit Card

- 4.2.1 Approving Budget Center Manager/Area Dean may propose personnel to be Cardholders by contacting the District Coordinator.
- 4.2.2 The proposed Cardholder shall be issued a copy of this "*Purchasing Card Procedures Manual*" and shall be required to sign a "*Purchase Card Employee Agreement*" (see Attachment). The agreement indicates that the Cardholder understands the procedure and the responsibilities of a CCPS Cardholder. The "*Purchase Card Request*" indicates all information needed to set the Cardholder up properly in the credit card system.
- 4.2.3 The District Coordinator shall maintain all records of credit card requests, limits, Cardholder transfers, and lost/stolen destroyed card information.

4.3 Authorized Credit Card Use

- 4.3.1 Beginning usage of authorized purchase card. Procedures for set-up, activation and online access are outlined in "*Access Online – Steps for Self-Registration*" (see Attachment).

- a) Personal purchases or identification.
- b) To circumvent the District's Requisition and Purchase Order procedures.
- c) A single purchase that exceeds the Cardholder's single purchase limit; unless a higher limit has been agreed in writing with the District Coordinator.
- d) Splitting a purchase to circumvent a purchase limit assigned to the card; or another Cardholder's card is used for the same purpose.
- e) Purchase of alcoholic beverages, unless authorized for instructional purposes.
- f) Any substance, material, or service that violates policy, law or regulation pertaining to the District.
- g) Cash advances.

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4.6 Cardholder Record Keeping

- 4.6.1 Whenever a credit card purchase is made, either over-the-counter, online, or by telephone, the Cardholder shall retain the invoice or “customer copy” of the charge receipt. The Cardholder is responsible for making sure that the vendor lists the quantity, fully describes the item(s), and includes sales tax on the charge slip. The documentation shall be retained as proof of the purchase. Such documentation will be used to verify the purchases listed on the Cardholder’s monthly Statement of Account.
- 4.6.2 When the goods have been received, the Cardholder must retain all shipping documentation.

4.7 Review of Monthly Statement of Account

- 4.7.1 As outlined in the “*District Purchase Card Monthly Process*” (See Attachment), at the end of each billing cycle, the Cardholder shall obtain from the Bank their electronic monthly Statement of Account that will list the Cardholder’s transaction for that period. The Statement of Account is available to access online on the **21st of each month.**
- 4.7.2 The Cardholder shall check and verify each transaction listed on their monthly Statement of Account against their receipts and/or any shipping documents.

The original documents, (packing slip, invoice, cash register tape and credit card slips, etc.) for all items listed on the monthly Statement of Account **MUST** be listed on the Requisition for Purchase Order and in sequence to the monthly Statement of Account. This data attachment is critical to provide audit substantiation. **IF THIS ROUTINE IS NOT ADHERED TO, THE CREDIT CARD MAY BE REVOKED.** The careful matching of complete support documents to the Requisition for Purchase Order, and then to the monthly Statement of Account is vital to the successful use of this program.

- 4.7.3 The Cardholder shall review the monthly Statement of Account and submit their Requisition for Purchase Order, no later than the **30th of the month.** The monthly Statement of Account, receipts, and P.O. # immediately needs to be forwarded to accounts.payable@n20 (a)6 36()-10 (I)1 r4 (o)-10e26 (y)16 (n)-

purchase or credit does not appear on the