

202-03 COLLEGE PROCUREMENT CARD—PROCEDURE

1. PURPOSE

To set forth a process which provides individuals and departments the opportunity to represent the College by making purchases of products and services by means of a procurement card (Pro-Card).

2. PROCEDURE

1. The use of a procurement card is designed to reduce the amount of processes, time and costs incurred when purchasing items such as low-dollar, high-volume, consumable office supplies, travel, memberships and subscription renewals.
2. Individuals may request a procurement card by submitting a written request to the Purchasing Department through their immediate supervisor. The Executive Vice President shall have the final authority to approve this request.
3. Procurement card spending limits have been defined based on position classification.

	Monthly Spending Limit	Single Purchase Spending Limit
President	\$ 4,999.00	\$ 4,999.00
VP/Dean	\$ 3,999.00	\$ 2,999.00
Director	\$ 3,999.00	\$ 1,999.00
Coordinator	\$ 1,999.00	\$ 1,999.00
Other	\$ 1,999.00	\$ 1,999.00

4. Cardholders are responsible for all charges made to their card.
5. A cardholder statement will be provided to the cardholder after the end of the month. Cardholder statements must be reconciled with receipts/invoices and the accounting information entered for each transaction.

3. BACKGROUND

1. References: Procedural Guidelines
2. Revision history: 05/12/2010, 09/06/2017 (Updated titles and added chart for procurement card limits)
3. Legal review: none
4. Sponsor: Business and Administrative Services

Approved by College Council: 05/12/2010