



Procedure 202-03 College Procurement Card

Sponsor: Business and Administrative Services

Purpose

To set forth a process that 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).

Definitions

None

Procedure

The use of a procurement card is designed to reduce the number of processes, time, and costs. Procurement card holders are authorized to make purchases on their card up to their authorized limit and within their remaining budget for non-capital equipment, travel expenses, memberships, subscriptions, and items such as low-dollar, high volume consumables with the following exceptions:

1. Capital Equipment (Items costing \$10,000 or more). The requisition/purchase order process is required to accurately track capital equipment.
2. Technology: Technology purchases are prohibited on procurement cards due to compatibility concerns. Information Technology Services has an exception to this rule for small technology purchases, either for their department or on behalf of a requesting department.
3. Furniture: This includes office chairs, filing cabinets, bookshelves, etc. CCC must adhere to a specific level of quality and uniform appearance. The Facilities department has an exception to this rule when approved in advance by the Director of Purchasing and Auxiliary Services.
4. Office Supplies: Each department is responsible for making fiscally conservative office supply purchases. This includes considering shipping cost, tax, discounts, brand performance, labor costs associated with procuring supplies, and seller reputation in addition to product cost when determining the best possible value for the College. Auxiliary Services has access to multiple vendors and holds business accounts that can save money on office supply purchases. Ordering departments are encouraged to work with the Auxiliary Services Clerk prior to placing supply orders.
5. Professional Services and Advertising: exceptions may be approved in advance by the Director of Purchasing and Auxiliary Services.

All deliveries require proof of payment to be accepted. When ordering deliverable items on a purchasing card, the cardholder shall request the PO# to be listed as "credit card" or "purchasing card" or otherwise note the ship to information as the cardholder's name, care of purchasing card.

If no packing slip is included, delivered items will be held until complete information is provided by the cardholder.

Individuals may request a procurement card by submitting a written request to the Purchasing Department through their immediate supervisor. The Director of Purchasing and Auxiliary Services, or their appointed designee shall have the final authority to approve this request.

Procurement card spending limits have been defined based on position classification.

	Monthly Limit	Single Purchase Limit
President	\$ 30,000.00	\$ 9,999.00
Vice President Dean Executive Director	\$ 20,000.00	\$ 9,999.00
Director Assistant to the President Executive Assistant Maintenance Supervisor Shipping and Receiving Specialist II Web Developer/Client Services Lead Perkins Specialist	\$ 15,000.00	\$ 4,999.00
Coordinator Sr Manager	\$ 10,000.00	\$ 2,999.00
Other	\$ 5,000.00	\$ 1,999.00

Temporary increases may be requested for unusual circumstances contributing to spending needs exceeding the designated limits. Examples include but are not limited to travel, equipment for special projects, and the need for expedited shipments. The Director of Purchasing and Auxiliary Services, or their appointed designee, shall have the final authority to approve this request.

Cardholders are responsible for all charges made to their card.

An electronic cardholder statement will be provided to the cardholder after the end of the month, along with a statement reconciliation date. Cardholder statements must be reconciled with receipts/invoices and the accounting information entered for each transaction, by the date required.

Cardholders are responsible for submitting detailed receipts with their reconciliation. If a receipt cannot be located, the Cardholder should make every effort to get a reprint from the vendor. Failure to provide detailed receipts may result in disallowed charges on a card, creating an employee personal liability. An exception can be requested by the Cardholder completing the 'Missing Pro-Card Receipt Form' located under Purchasing within the Intranet by providing a detailed description of the item(s) purchased and receiving signature approval for the requested exception from the Cardholder's direct supervisor. Final approval for allowing charges that do not have detailed receipts lies with the Director of Purchasing and Auxiliary Services.

References

None

Procedure History

05/12/2010	New and Approved by College Council
09/06/2017	Revised (updated titles and added chart for procurement card limits)
04/07/2018	Revised and Approved by College Council
08/19/2024	Revised and Approved by President's Cabinet

Legal Review

None