

CCS Administrative Procedure

5.30.05-G Purchase Cards

Implementing Board Policy [5.30.05](#)

Contact: Expense Accounting Supervisor, 434-5327

1.0 Purpose

CCS has established a credit card program to improve the efficiency, flexibility, and convenience related to purchasing goods, services, and travel and to reduce transaction processing costs. Purchase cards (P-Cards) are to be used within the same statutes, rules, policies, and procedures as purchases by any other means of payment.

2.0 Limitations and Requirements

- 2.1 Institutions of higher education are granted the independent authority to the purchase goods and services they require. [RCW 28B.10.029](#)
- 2.2 State institutions are limited to purchasing goods, equipment, supplies and routine services that are properly authorized and for official business use only.
- 2.3 The Purchasing Department has the exclusive authority to create a binding financial commitment to a supplier. See [Administrative Procedure 1.40.01-A Delegation of Authority](#)
- 2.4 The Expense Account Supervisor manages and directs the operation of the credit card program in the fulfillment of its duties.
 - 2.4.1 CCS employees may be delegated limited purchasing authority within the proper parameters of such credit card programs. [Enterprise Services Policy No. FO.03.01 Enterprise Commercial Card Policy, B. Agency Responsibilities](#)
 - 2.4.2 Such delegated limited purchasing authority conforms to the limitations of [Administrative Procedure 1.40.01-A Delegation of Authority](#) and [RCW 43.193.1906](#)
- 2.5 When procuring property or services under a Federal award, CCS must follow the same policies and procedures it uses for procurements from its non-Federal funds (2 CFR §200.317).
- 2.6 CCS must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, CCS must make independent estimates before receiving bids or proposals. See [2 CFR §200.324 \(a\)](#).

3.0 Credit Card Program

CCS P-Card program is authorized by [RCW 43.19.185](#) and [DES-FO-03-01](#).

- 3.1 Only CCS employees may use its credit card system. Volunteers, students not employed by CCS, contractors or other outside parties may not use the card system.
- 3.2 P-Cards may be issued to staff upon request of their administrator. The administrator may request transaction limits for the cards within her/his signature authority and the current Washington State direct buy limit as published in [POL-DES-125-03](#).
- 3.3 All employees must undergo training in proper use of the credit card systems and execute a cardholder agreement before they are authorized to make purchases using the CCS P-card. [DES-FO-03-01](#)

- 3.3.1 The P-Card Department provides training programs for the proper use of the credit card system and publishes the current procedures and regulations on its web page [Credit Card Program](#).
- 3.3.2 Employees are required to maintain knowledge of current rules, processes and regulations through periodic review of information posted on the [Credit Card Program](#) web page

4.0 Credit Card Custodian

- 4.1 The administrator requesting the issuance of a credit card shall designate a card custodian and appoint the employee(s) who will review and process the daily transactions in the bank's online processing system.
- 4.2 Custodians of credit cards must maintain a contemporaneous log of transactions as they are being made.
 - 4.2.1 At the end of each monthly accounting cycle, custodians must:
 - 4.2.1.1 Reconcile the bank card monthly statement with the log sheets and attach detailed receipts for all transactions.
 - 4.2.1.2 Submit the log sheet to the administrator for approval and signature.
 - 4.2.1.3 Forward the documents to mailstop 1007, by the tenth day of the following month.
- 4.3 Credit cards must be issued in an individual's name.
 - 4.3.1 Administrators are encouraged wherever possible to request cards in individual's names instead of department names, as there is no fraud loss protection provided for department named cards.
 - 4.3.2 Any fraud losses encountered in such circumstances will be deducted from rebates to the campus.

5.0 Credit Card Program Violations

The P-Card Department has the authority to suspend or terminate an employee's use of CCS credit cards for the following causes:

- 5.1 Splitting purchases to circumvent the daily or monthly purchase limits on a card or to avoid competition bidding limits or purchase authority;
- 5.2 Failure to obtain and submit itemized receipts for transactions;
- 5.3 Failure to process charges in a timely manner within the bank's online credit card system;
- 5.4 Failure to maintain and submit credit card log sheets and monthly statements in a timely manner;
- 5.5 The improper use of a P-Card for prohibited transactions that involve cash, gifts, alcohol, personal use, or purchases from an employee's immediate family;
- 5.6 Failure to submit reconciliation documentation to Accounts Payable (A/P) by the 10th day of the month after the billing month (Example: The card will be suspended if the documentation for April is not received by A/P by June 10th).

6.0 Purchasing Procedure Violations

Purchases are always to be made consistent with CCS and state procurement policies and procedures. When an employee violates proper purchasing procedures, it becomes his/her personal responsibility to pay for the item or service. If the individual cannot, or will not, pay for the item or service, it is the employee's responsibility to:

- 6.1 Contact the vendor and make arrangements to return the product or cancel the service.
- 6.2 The transaction will not be considered a valid CCS purchase, and CCS will not be responsible for payment.
- 6.3 The employee may be subject to further disciplinary action.

7.0 Related Information

- 7.1 Administrative Procedure [1.40.01-A Delegation of Authority](#)
- 7.2 Administrative Procedure [5.30.05-F Purchasing Goods, Equipment, Supplies and Routine Services](#)
- 7.3 CCSnet Purchasing web page, [Credit Card Programs](#)
- 7.4 [RCW 28B.10.029](#) Property purchase and disposition
- 7.5 [RCW 43.19.011](#), Department of Enterprise Services, Director-Powers and duties
- 7.6 OFM SAAM [Chapter 40.30.40 – Purchase Cards](#)
- 7.7 DES Enterprise Commercial Card Policy [DES-FO-03-01](#)