



West Valley-Mission
Community College District

District Procurement/Credit Card Procedure (AP 6330)

A Procurement Card Program is a credit card program that enables the District to expedite the purchase and accounting of low-cost and frequently needed items and execute transactions that may not accept Purchase Orders. In all such cases, the District shall follow procedures that provide checks and balances for the procurement methods in use. All use of credit cards shall be for official district and college business purposes. The cardholder shall be personally liable for inappropriate and unauthorized charges and shall be personally responsible for the settlement of any dispute on any purchase with a vendor. The cardholder shall reimburse the District immediately for any such charges with a personal check made payable to "West Valley-Mission Community College District."

The cardholder shall hold a regularly established permanent position at the District and shall agree to all terms and conditions established for the issuance of a District credit card. Card issuance requires approval from the requester's budget administrator, the appropriate Vice President of Administrative Services for the colleges, and the Vice Chancellor of Finance and Administration for District Services. The budget administrator is responsible for monitoring the budget to ensure the cardholder does not exceed their department budget.

All merchandise purchases that are shipped shall be delivered to the district warehouse.

The regular monthly credit card limits shall be set as follows:

VP of Administrative Services	Up to \$25,000
Executives	Up to \$10,000
Admin. Assist./Managers/Athletic Coaches	Up to \$5,000
All Others	Up to \$1,000

The following credit card transactions are prohibited:

- Personal purchases.
- Furniture and equipment, not limited to computers, copiers, printers, AV and media equipment, and/or telecommunication devices.
- Contract Services, Consultants, and any type of service or licensing agreements (Examples: Lease Agreements, Rental Agreements, Professional Services Agreements, Independent Contractors, Instructors, Speakers, Performers, Maintenance/Repair Agreements, Facility Rental Agreements, and Equipment Rental Agreements).
- **Alcoholic** beverages, narcotics, or any other controlled substances.
- Gambling and contest or raffle expenses.
- Weapons, explosives, hazardous/toxic materials, or other items deemed by the District to be dangerous (excluding the District Police).
- Cash advances, money orders, or other cash equivalent items.
- Facility or building improvement goods or services (e.g., paint, carpet, window coverings).

- Medical products, drugs, pharmaceutical products, or medical services.
- Any purchase resulting in personal gain.
- Gifts, donations, stipends, honorariums, or contributions to individuals or organizations.
- Fuel for a personal vehicle. (Employees are eligible to submit mileage reimbursement if they use their vehicle for business purposes.)
- If gratuity is included in the invoice or receipt, adding additional gratuity is not allowed. The total gratuity shall not exceed the minimum suggested amount on the bill.

Exceptions may be authorized by the Vice Chancellor of Finance and Administration or designee.

Advanced approval by the Vice Chancellor of Finance and Administration or designee is required before utilizing a credit card for the following purchases:

- **Food** expenditures shall be **reasonable and justifiable** and must have a clearly defined business or educational purpose. All food purchases shall comply with the **Food Purchases Operating Procedure**. The credit card log shall include supporting documents for prior approval, a list of people attending the meeting/event, the reason for the meeting/event, and the itemized receipt of the expenses. **The college President or designee may approve purchases up to \$1,000.**
 - Expenses for meals while attending a conference shall follow the travel and conference procedure. All meal amounts that exceed the per diem rate shall be reimbursed to the District.
- **Gift card** purchases and distribution shall comply with the internal gift card operating procedure.
- Software/computer or phone applications or software licenses.
- Purchases from eBay or CraigsList.

Safeguarding the credit card:

- The cardholder shall sign his/her card immediately upon taking possession of the card.
- The cardholder shall immediately notify the Finance Department if the credit card is lost, stolen, or in the possession of an unauthorized person.
- The cardholder shall take reasonable precautions with the credit card.
 - Keep the card in view after it is given to a clerk and re-securing it as soon as possible.
 - Verify the amounts on the receipt before signing.
 - Never lend the card to anyone.
 - Always secure the card and receipts.
 - Never give the card number over the phone unless you are dealing with a company you are sure is legitimate.
 - Whenever possible, use those vendors identified by the Purchasing Department.

The district-issued credit card may be revoked for the following reasons:

- Purchases that are prohibited as identified above.
- Failure to submit the Monthly Credit Card Log and supporting documents (receipt, statement, invoice) to the College Administrative Office by its specified deadline,

and to the District Finance Office on or before the 22nd of every month (30 days after the statement date).

- Failure to transfer expenses from the credit card clearing account to the proper expense account every month.
- Failure to provide information for any specific purchases.
- Failure to provide the required information for food purchases including prior approval.
- Repeated missing receipts.
- Failure to adhere to the credit card policy and procedures.

Any unauthorized use of the credit card may result in immediate suspension of the card and appropriate action shall be taken depending on the severity of the violation and at the discretion of the Vice Chancellor of Finance and Administration.

The credit card is the property of the bank and the bank may, at any time, revoke card privileges under the provisions of its policies and procedures.

Credit card payments, expense posting/transfers, and reporting process:

The statements are transmitted by the bank to the District on a monthly basis. The charges are posted to each department's designated clearing account. Staff may retrieve or download the credit card statement online.

1. It is the cardholder's responsibility to complete the **Monthly Credit Card Log Report**: attach his/her monthly credit card receipts, supporting documents, credit card statement, and submit it to his/her supervisor and budget administrator for review and approval.
 - If missing a receipt, a Missing Receipt Form must be submitted with the monthly purchase report.
 - If the credit card was used for travel and conference costs, the cardholder must submit a copy of the approved Travel and Conference Form.
2. The department manager and/or budget administrator shall validate each transaction on the credit card statement. The manager shall approve and date the report to acknowledge the appropriate expenditures and sufficient supporting documents.
 - It is the responsibility of the department manager to submit the approved Monthly Credit Card Log along with the credit card statements and the receipts to the Administrative Services Office for college staff and the Finance Office for district staff promptly.
 - The complete log, statements, and supporting documents shall be submitted to the Finance Office no later than 30 days after the statement date.
3. The budget administrator is responsible for ensuring that expenses are transferred out of the credit card clearing account into the appropriate expense accounts every month.
 - **Expense transfers** are initiated through Self-Service Banner (SSB). A copy of the signed monthly Credit Card Log and a copy of the credit statement must be uploaded to SSB.