

APPROVED *James O. Williams*

## PROCUREMENT CARD POLICY

### I. GENERAL

Where appropriate, the Borough will utilize Procurement Cards (P-Cards) to simplify the procurement process for low-dollar purchases for goods and services and to reduce the generation of petty cash, check request and purchase order based transactions. In addition, it is anticipated that processing time will be saved and the payment process will be simplified.

### II. PURPOSE

This policy establishes the guidelines for the P-Card program to ensure the use of these cards is in accordance with Borough Code of Ordinances Title 3 and 16, applicable FNSB policies and procedures, and all applicable state/federal laws and regulations.

### III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows the procedure set forth in this policy.
- B. Compliance with this policy is the responsibility of all Borough employees.
- C. General Services shall be responsible for the administration of the P-Card program.
- D. Human Resources shall maintain this policy.

### IV. POLICY

- A. The P-Card shall only be used for authorized purchases in accordance with Borough Code of Ordinances Title 16 and General Services policies and procedures.
- B. The P-Card shall only be used to expend Borough moneys in accordance with Borough Code of Ordinances Title 7 and Financial Services policies and procedures.
- C. The P-Card shall only be used to purchase the categories of goods and services as authorized in the FNSB P-Card Procedures Manual.
- D. Each card issued will have an established credit limit of up to the approved competitive dollar threshold per transaction. Lower limits and or further restrictions may be established by FNSB for each cardholder.
- E. The P-Card is not to be used for personal purchases under any circumstances.

- F. Only the designated card holder is authorized to use the P-Card.
- G. The card holder is required to attend P-Card training and sign the Procurement Card Agreement prior to receiving their card.
- H. The card holder is responsible to obtain, retain and submit the original receipt for any purchase made with a P-Card in a timely manner to the designated recipient in their department.
- I. No card holder may use the P-Card to acquire a supply of like items that should otherwise be competitively procured through a competitive procurement process or require sole source justification. Purchases may not be split to avoid the competitive threshold.
- J. Card holders are required to report lost or stolen cards in accordance with the P-Card Procedures Manual.
- K. General Services shall monitor the use of and audit the physical inventory of issued P-Cards as necessary.
- L. All P-Cards are the property of the FNSB and must be surrendered immediately upon request of the General Services Procurement Card Program Administrator and/or the employee's supervisor.
- M. Upon discovery of failure to follow P-Card policies and procedures, such as a repeated failure to submit appropriate documentation in a timely manner, an employee's P-Card and any future use of a P-Card may be forfeited.
- N. Upon discovery of fraud or misuse of the P-Card by a FNSB employee, the card will be forfeited. The employee will be subject to disciplinary action, up to and including dismissal and financial restitution.

V. PROCEDURE:

See P-Card Procedures Manual that is maintained and updated by General Services.

VI. SUPPLEMENTAL INFORMATION

- A. References –
  - 1. FNSB P-Card Procedures Manual
  - 2. FNSB P-Card Cardholder Agreement Form
- B. Attachments –
- C. Revision History

Supersedes Policy No.	Effective Date
70.10	04/20/07