



PROCUREMENT CREDIT CARD

CARDHOLDER RESPONSIBILITIES

In order to expedite the purchase and accounting of low cost and frequently needed items, the District issues Procurement Credit Cards to employees whenever there is sufficient benefit to the District. The Director of Fiscal Services must approve an application for a Procurement Credit Card.

1. Every cardholder shall be a permanent employee of Cuesta College and shall agree to all terms and conditions established for the issuance of a Procurement Credit Card.
2. Every cardholder shall sign his or her card in the presence of a designated District issuer immediately upon taking possession of the card.
3. The cardholder shall be **personally** liable for inappropriate charges and shall be **personally** responsible for the settlement of any dispute on any purchase with a vendor.
4. The Purchasing card may be revoked for the following reasons:
 - The card is used for personal and unauthorized purposes.
 - The card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the District.
 - The cardholder allows the card to be used by another individual.
 - The cardholder splits a purchase to circumvent a purchase limit assigned to the card.
 - The cardholder uses another cardholder's card to circumvent a purchase limit assigned to either cardholder.
 - The cardholder accepts a personal gratuity from a vendor.
 - The cardholder uses the card to purchase gratuities and gifts.
 - The cardholder fails to provide the Purchasing Office with information about any specific purchase.

- The cardholder fails to reconcile charges in the banner system (FAAINVT) within 14 days of the banner email notification of charges.
- The cardholder fails to turn in their US Bank Statement with receipts to the Accounts Payable Department within 14 days from the statement date.
- The cardholder does not adhere to any of the Procurement Credit Card policies and procedures.

NOTE: The Procurement 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.

5. Each Procurement Credit Card will be assigned specific purchase limits and restrictions. Acquisitions of individual items that exceed \$1000 are prohibited. This restriction is necessary to ensure adequate inventory control. Cardholders shall adhere to these limits and restrictions.
6. The Cardholder is personally responsible for guaranteeing that all charges are for appropriate District expenses, that purchases are within budget limits, and that the purchase does not violate any other law, regulation, or policy of the Board of Trustees. Neither the Bank nor the District assumes responsibility for non-District purchases. The cardholder shall be liable to the District and to the Bank for any non-District purchase.
7. Every cardholder shall take responsible precautions with the Purchasing card. These include, but are not limited to, the following:
 - Keep the card in view after you give it to a clerk. Get it back promptly after they have imprinted it.
 - Avoid signing a blank receipt. Draw a line through blank spaces above the total when you sign.
 - Destroy all carbons and voided (when a mistake was made) receipts. If the clerk has to keep a voided receipt for the store's accounting system, be sure to get a copy.
 - Save all Procurement Credit Card receipts. Upon receiving your Banner email notification check your receipts and payments against the listed purchases.
 - Immediately report in writing any questionable charges per instructions in the handbook.

- Never lend your card to anyone.
 - Never leave your card, receipts, or carbons where anyone can pick them up.
 - Never put a card number on a postcard or on the outside of an envelope.
 - Never give your 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.
8. Payment for charges made against the Procurement Credit Card shall be processed as follows:
- When the statements are transmitted or otherwise received by the District, the charges against each card shall be charged to that card's designated budget account.
 - The Approving Official shall confirm each and every purchase as to amount and purpose. Confirmation shall be evidenced by the responsible Approving Official's signature and date of approval on the monthly U.S. Bank Statement.
 - The monthly U.S. Bank Statement with confirmation signature and the credit card receipts shall be given to the Accounts Payable Department within 10 days of the statement date and kept in the Accounts Payable office. The Statements are available for auditing upon request.