



BOARD OF DIRECTORS POLICY

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Policy No.: PBD-013

Adopted: September 14, 1999

SUBJECT: Purchasing Card Policy

1 POLICY STATEMENT

The use of Purchasing Cards affords the opportunity to make purchases in an efficient and cost-effective manner, aligned to the current micro-purchase threshold. Their use shall be subject to all other rules and regulations regarding purchasing and expenditure of public funds, including compliance with the requirements of PBD-003, Procurement Policy. C-TRAN purchasing cards shall be used by C-TRAN personnel only, solely for the purpose of obtaining goods and services for agency use. All Purchasing Cards remain the property of C-TRAN and must be returned upon request by C-TRAN or at the time of separation from C-TRAN. Purchasing cards are available to all departments for the purchase of small equipment and supplies for official use only. Purchasing Cards should be used to pay for items which cannot otherwise be charged on a C-TRAN account or more cost-effectively purchased or paid through the agency's normal purchasing process. C-TRAN's Purchasing Card Program is authorized by RCW 43.09.2855

2 ROLES AND RESPONSIBILITIES

The Program Administrator shall be responsible for the issuance of Bank Cards to the Chief Executive Officer (CEO) and each Director. The physical security of each Purchasing Card issued shall therefore be the responsibility of the CEO and Department Directors who may designate a Card Custodian, who shall ensure proper card usage and timely reconciliation of charges. Travel Cards will be issued to the Executive Office Manager who shall be responsible for the physical security of the cards and who may also designate a Card Custodian. Fuel Cards will be issued to the designated coordinator over C-TRAN's Vanpool Program and the designated Fleet Card Manager over the agency's Non-Revenue Fleet. These individuals shall be responsible for the physical security of each card as assigned to each of the vehicles in C-TRAN's Vanpool and Non-Revenue fleets, as well as the physical security of any spare Fuel Cards, which will be limited in number. These individuals will further be responsible for ensuring proper card usage and timely reconciliation of charges.

3 AUTHORIZATION AND CONTROL OVER USE

Purchasing Cards and their numbers shall be protected against loss, theft, or unauthorized use.

The following items shall not be purchased with the Purchasing Card:

- Personal items of any nature;
- Gasoline/diesel for delivery to C-TRAN storage tanks;
- Cash advances;
- Services or materials from a member of the employee's family;
- Public Works/Prevailing Wage projects; and
- Parts inventoried items.

4 CARDS AND LIMITS

4.1 Bank Cards

Bank cards are used for the purchase of goods and services.

4.1.1 Bank Card Transaction Limits

Each Transaction will be limited to a maximum of \$10,000. Multiple transactions covering one (1) purchase over \$10,000 will not be permitted.

4.1.2 Bank Card Cycle Limits

Each card will have a cycle limit of \$20,000. One (1) card in the custody of Inventory will have a cycle limit of \$50,000 to accommodate the larger volume of purchasing completed by this group.

4.2 Travel Cards

Travel Cards are used for the purchase of lodging, ground transportation, and other expenses as detailed in Travel Policy No. 504.

4.2.1 Travel Card Transaction Limits

Each transaction will be limited to a maximum of \$5,000

4.2.2 Travel Card Cycle Limits

Each card will have a limit of \$10,000.

4.2.3 Master Travel Booking Card Transaction Limit

Each transaction will be limited to a maximum of \$10,000

4.2.4 Master Travel Booking Card Cycle Limit

Card will have a cycle limit of \$30,000.

4.2.5 Chief Executive Officer (CEO) Travel Card Transaction Limit

Each transaction will be limited to a maximum of \$10,000.

4.2.6 CEO Travel Card Cycle Limit

Card will have a cycle limit of \$15,000.

4.3 Fuel Cards

Fuel Cards may be used for the purchase of fuel, car washes, and supplies.

4.3.1 Fuel Card Transaction Limits

Each card will be limited to \$150 and up to three (3) transactions per day.

4.3.2 Fuel Card Cycle Limits

The program has an overall cycle limit of \$23,800.

5 LIMIT ADJUSTMENTS

5.1.1 The Chief Executive Officer (CEO) may temporarily adjust limits during the start-up of a new card or for special circumstances.

6 PAYMENT OF BILLS

- The custodian shall certify charges are proper and supported by itemized receipts. The CEO or Department Director shall review the charges on a monthly basis and provide approval for the Purchasing Card payment. The approved charges will then be forwarded to Accounting for payment processing. Questioned items shall be disputed as provided for in the Contract.
- Payment for approved items will be made within the terms of the Contract.
- Efficient payment which will make C-TRAN eligible for any rebate is encouraged.

7 ENFORCEMENT

Any use of the purchasing card for unauthorized purposes or in an unauthorized manner may be cause for disciplinary measures. Use of the card for personal purchases, cash advances, or cash refunds is strictly prohibited. To do so will incur permanent revocation of the Purchase Card privileges and will require repayment of the amount by the employee and may subject the employee to criminal charges.

Departments, procurement, and accounting staff are all charged with the responsibility of monitoring the consistent use of this policy and all other policies, laws and regulations regarding the use of Purchasing Cards.

The use of Purchasing Cards issued under this policy will be subject to examination by the State Auditor's Office pursuant to Chapter 43.09 RCW.