



BOARD OF DIRECTORS POLICIES

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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 small purchases in an efficient and cost-effective manner. Their use shall be subject to all other rules and regulations regarding purchasing and expenditure of public funds. 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 purchase items which cannot otherwise be charged on a C-TRAN account or more cost-effectively purchased through the agency's normal purchasing channels.

2 DISTRIBUTION

The Executive Director/CEO and each Department Director, or his/her designee, shall be responsible for the distribution and physical security of each purchasing card issued to a department. Card custodians shall ensure 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

4 PURCHASING LIMITS

4.1 Cycle Limits

Each card will have a cycle limit of \$10,000. One card, to be in the custody of the Executive Office, will have a cycle limit of \$30,000. This card will be exclusively used towards authorized agency travel expenses.

4.2 Transaction Limits

Each transaction will be limited to a maximum of \$3,000. Multiple transactions covering one purchase over \$3,000 shall not be permitted. One card, to be in the custody of the Executive Office will have a transaction limit of \$10,000. This card will be exclusively used towards authorized agency travel expenses.

4.3 Limit Adjustments

The Executive Director/CEO may temporarily adjust limits during the start-up of a new card or for special circumstances.

5 PAYMENT OF BILLS

- The custodian shall certify charges are proper and supported by itemized receipts. These items will be forwarded to the Manager, Accounting Services.
- 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.

6 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 staffs 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.