

# Purchasing Card Program

Organizational, Services & Performance  
Monitoring Committee

**July 17, 2018**



# Purchasing Card Overview

- Provides a simple, efficient, cost effective method of paying for small dollar purchases
- Purchases are limited to single transactions of less than \$2,500 unless specifically authorized by the Director of Procurement
- Credit limits are set by the Office of Management & Budget during the yearly budget process
- Monthly reporting by users; includes receipts and supervisor approval

# Purchasing Card Overview (cont'd)

- Reports are sent to the P-Card Administrator who reviews for:
  - Appropriate authorized signatures
  - Documentation of fair prices > \$500.00
  - Date and amounts
  - Nature of transactions
  - Proper account classification
  - Compliance with P-Card policy
  - Non allowable transactions
- P-Card Administrator processes for payment

# Purchasing Card Overview (cont'd)

- Misuse is subject to, but not limited to, revocation, restitution, termination, and/or prosecution
- Currently there are 125 authorized positions for P-Card use
- Authorized P-Card users are being reduced to 87; a net 30% reduction
- P-Card purchases in 2017 amounted to \$2.2M
- Rebates on 2017 purchases amounted to \$26K

# Resolution Summary

- New positions being added - 7
- Modifications to job titles - 4
- CEO, General Manager/Secretary-Treasurer to be authorized to update future changes in job titles

# Recommendation

- Staff requests that the Organizational, Services & Performance Monitoring Committee recommends to the Board of Trustees the approval of updates to the Purchasing Card Program

Questions?

