SECTION: 4.0 Administrative

SUBJECT: Purchasing Procurement Card “P-Card”

Background: The purpose of this policy is to convey the basic guidelines and internal controls associated with the purchase of small dollar items (under $2,000) that are more efficiently acquired by the use of a credit card. This policy is in accordance with Idaho Code sections 59-1026 & 67-5717(12).

Point of Contact: Controller’s Office

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: N/A

Date of approval by LCSC authority: 10/26/2010

Date of State Board Approval: N/A

Date of Most Recent Review: 10/2010

Summary of Major Changes incorporated in this revision to the policy: No Changes

Policy Overview:
The Lewis-Clark State College purchasing card (P-Card) program, was designed to streamline and simplify the requisitioning, purchasing and payment process for relatively small dollar items (under $2,000). The P-Card program is designed to provide operational efficiency without sacrificing necessary fiduciary controls.

1. The P-Card program utilizes both internal policy controls and periodic internal audits to ensure that P-Cards are being used in accordance with institutional and state policies and procedures. The P-Card is authorized for approved purchases related to College business only, and may not be physically taken off campus without prior permission from the department’s Vice President, or President, for departments reporting directly to the President.

2. The use of the P-Card for personal purchases is strictly prohibited.

3. Unauthorized use of the P-Card may result in revocation of the card, disciplinary action and possible termination of employment.

4. The Purchasing and Accounts Payable departments are responsible for monitoring the effectiveness of the P-Card program as well as ensuring user compliance with the procedures outlined in the P-Card Policy and Procedures Manual.

For the complete P-Card Policy and Procedures Manual refer to the Controller’s Office Website:
http://www.lcsc.edu/controllers-office/p-card/policy-manual/