

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: 07/2015

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.
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 Purchasing Department

Website: <https://www.lcsc.edu/purchasing/employees/p-card-guidelines>