PROCUREMENT CARD (FCARD) PROCEDURE MANUAL

Department of Administration and Finance Division of Contracting and Procurement 1400 East College Drive

dministitationarie, WY 8e

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The Program Administrators for the Procurementa Cathren entered and the Procurementa and the

Jamie Spezzano, Director, Contractingpandement/Pard Program Administrator

Pam DeMartin, Supervisors, Accounting & Payroll Seavices/gram Secondary Administ

Cardholders and approvers are encouraged to contact the above Program Administrator via e <u>ispezzano@lccc.wy</u>.edcall 778280 for all questions and requests.

The LCCC procurement card is a VISA credit card that is to be forsed lege business. Purchases with due is card must be in accordance with federal laws and regulations, state statutes, and College coluries savel as the procedures outlined in this manual. The procurement card is a function of to efficient as bieles for business for departments. The procurement card is intended to be used as a method for the purchase of goods, not as a replacement for purchase orders or limited purchase orders.

The LCCC procurrent card allows the authorized cardholder to make purchases for their department by directly interacting with vendors outside the college. LCCC has an agreement with UMB Bank of Kansas City Missouri to matthe dispersal of payments to vendors. UMB is r

A procurement card may be issued to a fulfime college employied (vidual faculty, staff, or ad) Manistrator individual must request a card through his or her department which has to be **approxediateystpeir**visor and the Department VP. In the event it is appropriate for that individual to have a card, and Orapletedde? Agreement form will be submitted and must be approved by the department/division administrator, the respective VF the Program Administrator. By signing the agreement, the administratorizing the cardholder to make purchases on behalf of their department and the college. After the individual completes the mandatory training progr and signs the Carddee Agreement, the Program Administratori/gr) exvill issue the card to the individual cardholder.

Procurement cards are the sole and exclusive property of the College and are issued in the name of authorized individuals. Although the procurement issued in the name of an individual:

The procurement card is valid for two yea11(v)-2(al)- EMC /P <</MCID 14>> BDC q 0.00000912 0 612 792 I

Limits are placed on purchase amounts to avoid misuse and to protect the cardholder. Thus, the cardholder m

Equipmentequires a completed Acquisition Review Worksheet reviewed and approved by Physical P to purc92 r9/eM 8392 re

: 1) When required in the performance of his/her duties and at their discretion, the College President may use the Pard for meals, entertainment, gas, flowers and gifts; and 2) Athletic coaches may use the P Card formeals (per diem) in lieu of being reimbursed for per diem; and, (3) Medical supplies that are required for Health Science programs and authorized College First Aid kits

Procurement cards may be used for travel per the following criteria:

Whertraveling, -Bard use shall be limited only to transposition (are and rental faes for renta), cars lodging and parking. Travel Requests must be approved and turned into Accounting before using for transpose.

When traveling, Orad be used for meals and incidentals, unless authorized by the Program

The steps to make a purchase with the procurement card differ from those taken when making a purchase with personal credit card. You obtain documentation (temized re): to pevery purchase you make on your procurement card. The steps in making a purchase with the procurement card are:

1.

If a receipt has been lost or **carendo** tained, on occasion, a Substitute Receipt Form can be used instead. The Substitute Receipt Form should be the exception and not the rule. Cardholders are transformed tion fills entirety and sign and turn into Accounting.

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All of the following reporting steps must be followed when canceling a card:

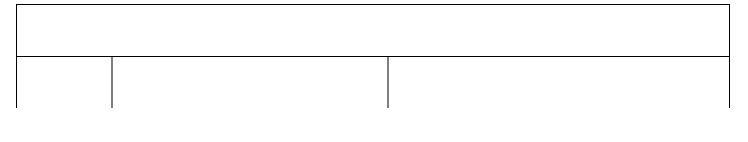
1. Contact UMB Bank at 88/94514 at any time of the day, night, or weekem celd to a card.

2.

Consequences and Accountability

When it has been found that misuse may have occurrence requirements of this Manual are not being

The LCCC-Peard program will be carefully reviewed for compliance by the ProgramaAdthenistration, ting Office. If we are not able to conform to the requirements and procedures established, the procurement card program w subject to unneses yrisks and negative exposure. The enforcement policy shall be uniformly applied to all Cardholders and Approvers per the below chart, and exceptions for violations and we in the interest of preserving the integrity of the program.



1.

Type 1