

PURCHASING CARD (P-CARD)

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SUBJECT:	<u>Purchasing Card (P-Card)</u>
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PURPOSE

To more efficiently pay for programmatic goods and services and to reduce the costs associated with procurement, DBH will use Purchasing Cards (P-Cards) to make payment on purchases that are not easily planned for in advance.

POLICY

Employees given authority to purchase program materials and services will be issued a purchasing card. The P-Card is the preferred method of paying for purchases that are not purchased using an established vendor account.

Except in limited circumstances [e.g. an emergency, travel or other occasional situations that dictate immediate action] purchases for DBH should NOT be made with an employee's personal credit card.

PROCEDURES

1. P-Card purchases must be made in accordance with the DBH procurement policy. Examples of purchases that may be made with a program P-Card are: subscriptions, seminars, books, video tapes, activities and entertainment.
2. The P-Card may not be used for the following purchases:
 - a. Any merchant, product, or service normally considered to be an inappropriate use of DBH funds
 - b. Personal items
 - c. Any items that are subject to the centralized procurement procedure, unless the P-Card holder is the centralized procurement agent
 - d. Purchases above the P-Card's credit limit
3. Obtaining a P-Card

P-Cards will be issued with the approval of the Chief Financial Officer, upon written request from a Program Director. The Program Director's request shall include the following:

- a. The employee's name
- b. The program the charges are to be billed to

- c. The reason the employee needs a P-Card
- d. The recommended amount of credit available to the employee
- e. Prior to being issued the P-Card, the employee must sign an acknowledgement that they have read and understand the DBH Procurement Policy

4. Using a P-Card

- a. Each P-Card holder is personally responsible for every transaction associated with the P-Card. Keep it safe.
- b. To transfer financial responsibility to DBH, each transaction must be supported by an itemized receipt and documented on a DBH P-Card Log.
- c. The P-Card holder will be e-mailed a monthly statement identifying all transactions charged to the card during the previous monthly billing cycle. The e-mailed statement should be attached to the Log along with original receipts for each transaction. These documents must be approved by the cardholder's supervisor and forwarded to the accounts payable employee responsible for processing payments for P-Card transactions within 3 working days of the cardholder receiving the mailed statement. [For cardholder protection, it is suggested that a copy of the statement, Log and associated attachments be retained by the cardholder until the next billing cycle as backup for the submission to Finance].

5. Termination of P-Card

- a. The employee is responsible for the security of the P-Card as well as each transaction made with the card. The card is issued in their name and all purchases made with the card must be made solely by that employee. Failure to comply with this policy and enumerated procedures may result in disciplinary action, which may, in extreme circumstances, include termination of employment.
- b. Failure to follow DBH P-Card procedures regarding timely submission of monthly support documentation may result in loss of the card.
- c. When an employee is terminated or transferred to another job assignment within DBH, the card must be retrieved by the cardholder's supervisor and the card sent to the Chief Financial Officer for destruction.