

**WALLA WALLA COMMUNITY COLLEGE
PROCUREMENT CARDS
ADMINISTRATIVE PROCEDURE 4500**

I. NEW PROCUREMENT CARD APPLICATION

- A. Procurement card need is determined by the Budget Manager.
 - 1. Rather than assign a PCard, employees that make limited purchases or travel infrequently, may be asked to use a department/administrative PCard or check out a travel card from Business Services for this limited use.
 - a. Temporary procurement card use, even as a non-card holder, requires the PCard user to abide by all procurement policies and procedures in the same manner as a permanent card holder.
- B. When a need is determined, the Budget Manager will complete and submit the [online request form](#) for the employee. The form will auto-route through the approval process, first to the Vice President or Executive Director of the Division/Area, then to the Budget Director for final approval.
- C. Once an employee is approved for a PCard, the Procurement Card Administrator will contact the new cardholder for necessary credit card application information and request the card from the card vendor. Before receiving a PCard, employees are required to complete the following:
 - 1. Procurement card holders are required by the State of Washington to complete Department of Enterprise Services (DES) PCard Training.
 - a. Registration information for the required training will be provided by the Procurement Card Administrator.
 - 2. The Procurement Card Administrator will schedule a meeting (the meeting may be held in-person or via Zoom/Teams) with the employee to review procurement procedures and local policies.
- D. Once the required steps above have been verified as complete, the new card holder can pick up their PCard from the Procurement Card Administrator. PCards will not be released until all required steps are complete.

II. EXISTING PROCUREMENT CARD HOLDER

- A. Existing procurement card holders are required to complete procurement annual refresher training to review policy, procedure and responsibilities.
 - 1. Online training will be provided annually August through September, card holders will be notified of the required training during this time period.
 - 2. PCard holders who have not completed the required training by the first business day of October, will have their PCard limits set to \$1 until training has been completed.

III. CTCLINK PROCUREMENT CARD PROCESS ROLES

- A. In ctclink, Procurement Cards have different process roles attached to them.
 - 1. Card Holder – an employee who has been issued a permanent or temporary PCard.

2. Card Reconciler – an employee who has been delegated responsibility to provide receipts and budget codes for transactions and validates the budget. This may be the card holder or a department assistant/secretary.
 - a. Reconciler roles are assigned by the Budget Manager at the time of card request and system permissions are configured by the Procurement Card Administrator when the card is entered into the ctLink system.
3. Card Approver – an employee with the authority to approve the transaction debit against the assigned budget, also known as the Budget Manager.

IV. REQUIRED MONTHLY PCARD RECONCILIATION

- A. The Budget Manager is responsible for ensuring that procurement card purchases are fully reconciled each month by the 10th day for all **staged** transactions of the previous month.
 1. To be considered fully reconciled, the following steps must be completed:
 - a. The Reconciler must reconcile all available transactions to the **verified** stage; and
 - b. The Budget Manager must review the transactions and set them to **approved** status.
 2. The recommended best practice is to reconcile all available transactions weekly in order to avoid a large number of transactions to process at the end of each month.

V. REVOCATION OF PROCUREMENT CARD

- A. Business Services reserves the right to revoke a Procurement Card at any time if it is determined that:
 1. A Card Holder is, in accordance with Washington State Regulations and WWCC Policies and Procedures, in violation of use of their assigned card, or the temporary use of a Department-shared card; or
 2. A Card Holder, Reconciler, or Budget Manager is not meeting the monthly reconciliation requirement of transactions.
- B. Revocation offense levels:
 1. 1st Offense – Employee is issued a warning and is required to review policies/procedures with the Procurement Card Administrator.
 2. 2nd Offense – Employees PCard limit set to \$1, employee is required to meet with the Budget Director, Budget Manager, Reconciler (if needed), and the appropriate Vice President or Executive Director to establish a remediation plan.
 3. 3rd Offense – Procurement card is revoked.

VI. PROCUREMENT CARD HOLDER CHANGE OF POSITION OR SEPARATION

- A. If a procurement card holder changes positions to one that no longer requires purchasing/travel, the card should be returned to the Procurement Card Administrator.
 1. It is the responsibility of the employee's former supervisor to notify the Card Holder and the Procurement Card Administrator of this potential obligation to surrender the PCard.

2. The Procurement Card Administrator will liaise with the employee’s new supervisor and Budget Manager, as needed, to determine if the procurement card needs to be retained by the employee in the new position and will update budget codes, reconcilers, etc. as needed.
- B. When an employee separates employment from the College, return of PCards will be initiated with the following steps:
1. The Business Systems Analyst for HCM/FIN will notify the Procurement Card Administrator of the employee’s separation status, providing the EMPLID and effective date of separation.
 2. The Procurement Card Administrator will remove the employee’s financial configuration in ctLink and retrieve the PCard.

VII. PROCUREMENT CARD HOLDER CHANGE OF POSITION

Department of Enterprise Services (DES) ([Policy No FO.03.01](#)) and the following RCWs:

- [RCW 43.19.011 Director—Powers and duties \(enterprise services\)](#)
- [RCW 43.41.110 Powers and duties of office of financial management](#)
- [RCW 43.41.180 Electronic funds and information transfer—State agency use](#)
- [RCW 28B.10.029 Property purchase and disposition—Independent purchasing authority](#)
- [RCW 39.26.090 \(2\) Director’s duties and responsibilities \(enterprise services\)](#)
[RCW 43.88.160 Fiscal management—Powers and duties of officers and agencies.](#)

<p>Policy Contact: <u>Vice President of Administrative Services</u></p> <p>Approved by (Department/Body): <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>February 13, 2023</u></p> <p>Last Reviewed/Revised on: _____</p>
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