



LCCC PROCUREMENT CARD (P-CARD) PROCEDURES MANUAL

ADMINISTRATION & FINANCE

PERSONNEL

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I. ABOUT THE LCCC PROCUREMENT CARD (P-CARD)

- A.** The LCCC procurement card (P-Card) is a VISA credit card that is to be used ONLY for college business. Purchases made with this card must be in accordance with federal laws and regulations, state statutes, and College policies and procedures as well as the procedures outlined in this manual. The LCCC P-Card Program is a function of the Purchasing Office and helps to facilitate a more expedient procedure for purchasing goods for departments. The LCCC P-Card is intended to be used as an additional method for the purchase of goods, not as a replacement for purchase orders or limited purchase orders.
- B.** The LCCC P-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 manage the dispersal of payments
- C.** An LCCC P-Card is issued to full-time college employees (individual faculty, staff, or administrator); exceptions may be granted for part-time employees with approval of the P-Card
An individual must request a P-Card through his or her department which has to be approved by their immediate supervisor, Dean/Director and the Cabinet. In the event it is appropriate for that individual to have a card, a completed

D. Prohibited LCCC P-Card purchases List may not be all inclusive, if unsure if purchase is prohibited, contact Program Administrator:

1. Personal purchases contact Accounting immediately if the LCCC P-Card was used for a personal purchase;
2. Cash advances;
3. Illegal or dangerous goods or services, to include, but not limited to:
Alcohol, tobacco, illegal drugs

may request reimbursement, via an approved Travel Expense Form, with itemized receipts.

P-Card may be used by Athletic Coaches for travel expenses while with students or recruiting.

P-Card may be used to purchase fuel for rental cars.

P-Card may be used for entertainment/recreation only for Clubs, SFAC and Athletics.

P-Card may NOT be used for meals & incidentals. Traveling employees must pay for their own meals and incidental expenses; employees will get reimbursed by Accounting upon submittal of approved Travel Expense documents

5. Supplies:

Office supplies are allowed to be purchased with a P-Card.

- a. LCCC has accounts with Amazon Business and Source Office available contact procurement@lccc.wy.edu

Paper is supplied by Marketing & Communications thru a Paper Request on their virtual office

Copier machine supplies are automatically replenished through Canon or Xerox. If your copier is out of supplies, please call Mail Room x1232 to see if there are supplies there OR call the phone number on the front of the copier.

Printer supplies are generally replenished directly from ITS Printer Management Provider, contact ITS if your printer is in need of supplies.

Lab supplies (unless MSDS is required, contact Risk Management before purchasing).

Classroom supplies are allowed for coursework, such as musical instruments, stage props, personal protective equipment, etc.

VIII. P-CARD SECURITY

- A. LCCC P-Card shall ONLY be used by the cardholder whose name appears on the card. No other person is authorized to use the respective P-Card; have access to this or another LCCC P-Card; and cannot borrow a P-Card regardless of the circumstances.
- B. Each cardholder is solely responsible for safe and secure handling of their card and should always when not in use keep the P-Card in a secure location not accessible to others.
- C. The cardholder may make purchases on behalf of others in their department or division but CANNOT loan P-Card to anyone. In addition, the cardholder is responsible for the validity of the use of their P-Card when completing transaction on behalf of others. Prior to completing a procurement transaction for others, said transactions must first have prior approval via written instrument by the appropriate department/division head.
- D. Cardholders are strongly encouraged to check their UMB accounts at least weekly to ensure that the Transaction Log is accurate and to address in a timely manner potential identity theft or erroneous transaction concerns. Cardholders and Approvers through their respective login-in address and password can access their account 24/7.

- B. Budget approval if purchasing on behalf of another employee or using a budget that has not been approved for you to use, you must have employee sign/approve each invoice or charge.

XI. RECEIVING AND RETURNING PURCHASES

- A. When you receive a package, check to see if it belongs to you or someone else in your department. If the package is a result of your order, open the package right away and

Cardholders must reconcile each transaction by providing correct/valid budget codes each transaction, prior to downloading report. Select the red X for each transaction to code each transaction by selecting correct Fund, Location, Department and Object.

A Reason for Expense should include associated pre-approved travel tails or reason why purchase was made for program, employees, or event.

If an employee is out of the office, it is their responsibility to contact the P-Card Program Administrator to delegate coding to their supervisor.

2. Cost Allocation Report/Transaction Search Personal: can be downloaded after the 2nd day of each month. Each cardholder is responsible for downloading their reports

atically
select the correct period and mandatory fields. Report includes same fields as Statement Report, but also includes line coding (budget #) and

G. Each Approver is required to ensure that each transaction is legitimate, each line item contains a complete LCCC Budget String, and had a proper and adequate business purpose. At the conclusion of this task the Approver then approves each transaction using

P-Card statement and submits this report, the receipts and the Cost Allocation Report to the Accounting Office.

H. out of the office, another staff member can be designated to sign on his/her behalf. In this situation, the signing aut

misuse are outlined throughout the procedures manual and reviewed during training sessions completed by all cardholders and support staff.

- E. When it has been found that misuse may have occurred or that the requirements of this Manual are not being followed, the department head shall notify the Program Administrator of such issues. The Program Administrator will review the information to determine the best course of action in conjunction with the below chart.

Violation		Consequences/Action
Type 1		
Cardholder	Missing or inadequate documentation to Accounting Month end reports not submitted timely Any other procedures items not completed	E-mail warning copied to Supervisor and/or Approver Cardholder will be issued a P-Card violation form, which will be included in their employee file Possible suspension or loss of LCCC P-Card
Approver	Approvals not completed and received by Accounts Payable by due date Missing or inadequate documentation (not noted by Approver)	E-mail warning copied to Division Cabinet Member, Dean/Director, Supervisor, and/or Approver Possible immediate reassignment of Cardholder Approver Repeated Type 1 violations could result in a LCCC P-Card violation form, signed by Dean/Director or Member of P-Card Program Administration, which will be included in their employee file
Type 2		
Cardholder	Repeated Type 1 violations Making a prohibited purchase Splitting charges to avoid transaction limit Loaning card to others to use Personal Use without notification to Program Administrator/Accounting Any other misuse of the card	E-mail warning copied to Division Cabinet Member, Dean/Director, Supervisor, and/or Approver May be issued a LCCC P-Card violation form, signed by Supervisor and P-Card Program Administration, which will be included in their employee file Possible suspension or permanent loss of LCCC P-Card
Type 3	Any illegal activity	Permanent loss of LCCC P-Card Issued a LCCC P-Card violation form, signed by Supervisor and P-Card Program Administration, which will be included in their employee file