

PROCUREMENT CARD (PCARD) PROCEDURE MANUAL

Department of Administration and Finance
Division of Contracting and Procurement
1400 East College Drive
Cheyenne, WY 82002

The Program Administrators for the Procurement Card are

Jamie Spezzano, Director, Contracting/Procurement/ Card Program Administrator

Pam DeMartin, Supervisors, Accounting & Payroll Services/ Program Secondary Administrator

Cardholders and approvers are encouraged to contact the above Program Administrator via e-mail at jspezzano@lccc.wy.edu or call 778-280 for all questions and requests.

The LCCC procurement card is a VISA credit card that is to be used for college business. Purchases with this card must be in accordance with federal laws and regulations, state statutes, and College policies and procedures outlined in this manual. The procurement card is a function of the Office of Purchasing and is intended to facilitate a more expedient procedure for purchasing goods 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 procurement 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 to vendors. UMB is responsible for processing payments.

A procurement card may be issued to a fulltime college employee (individual faculty, staff, or administrator). An individual must request a card through his or her department which has to be approved by the supervisor and the Department VP. In the event it is appropriate for that individual to have a card, a Cardholder Agreement form will be submitted and must be approved by the department/division administrator and the respective VP and the Program Administrator. By signing the agreement, the administrator is authorizing the cardholder to make purchases on behalf of their department and the college. After the individual completes the mandatory training program and signs the Cardholder Agreement, the Program Administrator will 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 card is issued in the name of an individual:

The procurement card is valid for two years. 11(v)-2(al)- EMC /P <</MCID 14>> BDC q 0.00000912 0 612 792 r

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

: 1) When required in the performance of his/her duties and at their discretion, the College President may use the P-Card for meals, entertainment, gas, flowers and gifts; and 2) Athletic coaches may use the P-Card for meals (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:

When traveling, P-Card use shall be limited only to transportation (fare and rental fees for rental), cars, lodging and parking. Travel Requests must be approved and turned into Accounting before using for travel expenses.

When traveling, P-Card may 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 (itemized receipt) for every 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 ~~cannot~~ obtained, on occasion, a Substitute Receipt Form can be used instead. The Substitute Receipt Form should be the exception and not the rule. Cardholders ~~are required to fill~~ out the form in its entirety and sign and turn into Accounting.

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

1. Contact UMB Bank at ~~1-888-951-4141~~ at any time of the day, night, or weekend to cancel the card.
- 2.

Consequences and Accountability

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

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

1.

Type 1