

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE  
REGULATION No. – AR- 7.11**

**TITLE:** **PURCHASING CARD PROCEDURES MANUAL**

**General Summary Statement of Administrative Regulation purpose.** The Purchasing Card Procedures Manual establishes minimum standards for the use of the State of West Virginia Purchasing Card for staff and employees of Eastern West Virginia Community & Technical College. These procedures are required to comply with federal law, state law, Community & Technical College Council, and Higher Education Policy Commission.

**EFFECTIVE DATE:** **NOVEMBER 30, 2005**

**PROCEDURE:**

The attached Purchasing Card Procedures Manual details the processes and procedures for implementation and administration of the Pcard Program at Eastern West Virginia Community & Technical College. The Purchasing Card Procedures Manual has been approved by the West Virginia Auditor’s Office prior to original submission for approval of the Purchasing Card Policy to the College’s Board of Governors and original submission for approval of the Purchasing Card Procedures Manual Regulation to College’s Governance Council. Any subsequent changes to the Purchasing Card Program through State Code or West Virginia Auditor’s Office policies or regulations will be updated in the Procedures Manual and submitted to the Auditor’s Office for approval prior to re-submission to Governance Council.

**RELATED DOCUMENTS AND POLICIES**

Attachment 1 contains the Eastern West Virginia Community & Technical College Purchasing Card Procedures Manual.

**The Chief Financial Officer is responsible** for implementation, interpretation, and review of the Purchasing Card Procedures Manual. It is the purchasing cardholder’s responsibility to be knowledgeable of and follow all Purchasing Card Policies and Regulations, as well as all applicable purchasing laws and guidelines.

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**Dr. Alfred R. Hoffmann, President**

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**Date**