

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

BOARD OF GOVERNORS

POLICY NO. BP-7.12

TITLE: PURCHAING CARD POLICY

SECTION 1. GENERAL

- 1.1 Scope: This policy establishes the minimum standards for the use of the State of West Virginia Purchasing Card by employees of Eastern West Virginia Community and Technical College (Eastern) that complies with federal, state, and Eastern West Virginia Community and Technical College requirements.
- 1.2 Authority: West Virginia State Code § 12-13-10a and is governed by 148CSR7.
- 1.3 Effective Date: March 17, 2021; December 20, 2005
- 1.4 Referenced Documents: AR 7.11 Purchasing Card Manual

SECTION 2 STATEMENT

- 2.1 The purchasing card provides an opportunity to streamline procurement methods for small dollar transactions. The card effectively manages expenses and cuts program costs by offering the College increased control and monitoring of payments, while reducing the time to pay vendors and associated transaction costs.
- 2.2 The Purchasing Card Procedures Manual (AR 7.11 Purchasing Card Manual) establishes minimum standards for the use of the State of West Virginia Purchasing Card.
- 2.3 It is the cardholder's responsibility to be knowledgeable of and follow all State and College Purchasing Card Policies and Procedures, as well as all applicable purchasing laws and guidelines.
- 2.4 Participation in the Purchasing Card Program is a privilege that may be revoked for repeated violations of the State and/or the College's Purchasing Card Policies and Procedures.

SECTION 3 PURCHASING CARD USAGE

- 3.1 The purchasing card is a payment process used for the procurement of small dollar items. The credit limit for p-cards will not exceed \$50,000, and the single-purchase limit will not exceed \$15,000.
- 3.2 The purchasing card may be used for the payment of goods and designated services not exceeding the current transaction limit.
- 3.3 Maximum transaction limit (including any shipping charges) shall be that allowable by State Code and the West Virginia Auditor's Office. Individual transaction limits will be determined by the Business Office Administrator Sr. and Chief Financial Officer.

Approved by IET: 3/9/2021

Approved by President's Cabinet: 3/16/2021

Approved by the Board of Governors: 3/17/2021

SECTION 4 PURCHASE CARD COORDINATION DESIGNATION

- 4.1 The Chief Financial Officer shall designate the Pcard Coordinator(s) for Eastern West Virginia Community and Technical College. The Chief Financial Officer shall review, on a quarterly basis, the compliance of the Pcard program with the College’s internal controls, and the WV Auditor’s Office policies and regulations. The card coordinator shall hold a position of knowledge and experience in the purchasing cycle of the College.
- 4.2 The Chief Financial Officer shall designate card coordinator(s) in a sufficient number to allow thorough and timely performance of their responsibilities. Any change in coordinators will be accompanied by submission of a Coordinator Authorization Form to the Pcard Program.
- 4.3 Upon designation by the Chief Financial Officer, the College Pcard Coordinator must receive training/education designed and approved by the State Auditor’s office assuming the duties of the position.

prior to

SECTION 5 PURCHASING CARD PROGRAM RESPONSIBILITIES

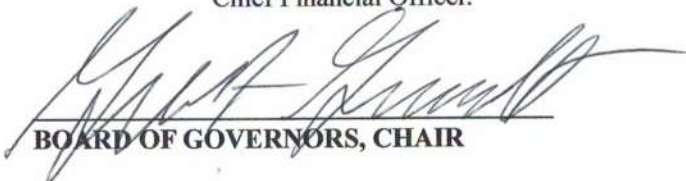
- 5.1 The Pcard Coordinator is responsible for the administration of the Pcard Program. The Chief Financial Officer is responsible for quarterly review of the Pcard compliance with policies and regulations. The Coordinator is required to attend training/education annually and to obtain certification confirming the training. Training shall include Pcard policies, purchasing policies, ethics training, and/or emergency card or travel training as appropriate. College Pcard Coordinator(s) must successfully complete all applicable designated training to receive agency card coordinator certifications from the State Auditor’s office.

5.2 Pcard Coordinator responsibilities include, but are not limited to, those as defined by the State and the West Virginia Auditor’s Office. The College may develop additional responsibilities beyond those of the State or the Auditor’s Office. These responsibilities shall be stated in the College’s Pcard regulation/manual (AR 7.11 Purchasing Card Manual).

5.3 Chief Financial Officer responsibilities include but are not limited to those as defined by the State and the West Virginia Auditor’s Office. The College may develop additional responsibilities beyond those of the State or the Auditor’s Office. These responsibilities shall be stated in the College’s Pcard regulation/manual (AR 7.11 Purchasing Card Manual).

SECTION 6 DELEGATION OF AUTHORITY

- 6.1 The responsibility for implementation and interpretation of this policy is delegated to the Chief Financial Officer.



BOARD OF GOVERNORS, CHAIR

4-21-2021

DATE

Approved by IET: 3/9/2021
 Approved by President’s Cabinet: 3/16/2021
 Approved by the Board of Governors: 3/17/2021