



Policy and Procedures Manual

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IV-15

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Purchasing Card (P-Card)

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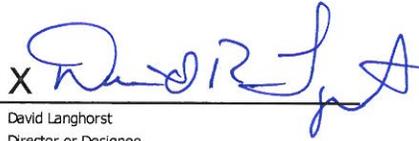
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David Langhorst
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Approvals:

1. POLICY STATEMENT

The Idaho Department of Parks and Recreation (IDPR) shall manage its fiscal responsibilities in accordance with the Governmental Generally Accepted Accounting Practices (GAAP), and the laws of the State of Idaho.

2. DEFINITIONS

P-Card Administrator: Employee responsible for card issuance, changes, and cancellation.

Cardholder: Employee to whom the card has been issued.

Cardholder Application: Document that establishes the cardholder account.

Cardholder User Agreement: Document outlining the terms and conditions of card issuance.

3. PURPOSE

The purpose of this policy is to supplement the State of Idaho’s Purchasing Card (P-Card) Policy [State P-Card Policy](#) and to document internal department procedures pertaining to the administration of the P-Card program. The State of Idaho’s P-Card Policy shall be the prevailing policy except under circumstances where the department’s policy is more restrictive.

4. SCOPE

This policy applies to all Idaho Department of Parks and Recreation documents created under the authority of this policy; and/or all employees, seasonal employees, volunteers, contractors, etc., of the Idaho Department of Parks and Recreation whom shall follow this policy.

5. RESPONSIBILITY

5.1 All Employees: Compliance with all aspects of the State of Idaho’s P-Card Policy and the procedures outlined here within.

5.2 Park and/or Program Managers: Park and/or Program Managers are responsible for determining whether an employee within their reporting structure needs a P-Card.

5.3 Cardholder: The cardholder is responsible for the security of the P-Card and any purchases made on the account, as well as, reporting lost or stolen cards immediately. Each employee is responsible to

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ensure that all P-Card purchases are made in accordance with all applicable department and State P-Card, Purchasing and Travel policies.

6. STANDARD PROCEDURES

6.1. Card Issuance

The department issues P-Cards only to state employees. The park or program managers are responsible for determining whether an employee within their reporting structure needs a P-Card. Once this determination is made, the manager will initiate a request to the department's P-Card Administrator.

The following documents must be completed and returned to the P-Card Administrator before the P-Card is ordered:

- Cardholder Application: signed by both the employee and the immediate supervisor
- Cardholder User Agreement: signed by the employee

The Cardholder Application establishes the cardholder account. By signing the Cardholder Application and Cardholder User Agreement, the cardholder agrees to adhere to the guidelines established by this policy.

Upon receipt of the P-card, the cardholder will activate the account by calling the toll-free number printed on the card. For verification purposes, the cardholder will be asked to provide their access number (which is 99999 plus the last four digits of the cardholder's Social Security Number). The P-Card will bear the individual's name to establish accountability within the state's internal control environment. The department is responsible for payment of all purchases and the cardholder's personal credit will not be affected.

The current contractor for the State of Idaho P-Card services is Bank of America. The 24-hour customer service number at Bank of America is 1-888-499-2273.

6.2 Account Maintenance

If there is a need to change any cardholder information, such as name, credit limits or cash limits, the cardholder should contact the P-Card Administrator.

6.3. Card Use

The P-Card is to be used solely for official State of Idaho purchases of goods, services and travel expenses for official state business. ***Only the person whose name appears on the face of the card may use the P-Card. If the cardholder provides their card or card number to anyone else for use, the cardholder will be held responsible for all charges incurred. If the cardholder suspects their card is being used without their permission, it is the cardholder's responsibility to report the situation to their immediate supervisor and the P-Card Administrator. The P-Card shall not be used for personal use. Unauthorized use or personal purchases are not permitted and may lead to disciplinary action up to and including separation of employment.***

6.3.1. Sales and Use Tax

All purchases made with the P-Card are exempt from Idaho sales and use tax. It is the cardholder's responsibility to ensure purchases made at an Idaho merchant do not include Idaho sales and use tax.

There is no "tax exemption number." In most circumstances, the "Tax Exempt" designation at the top of the P-Card is sufficient to document this status. If requested by the merchant, cardholders must provide a completed [Sales Tax Resale or Exemption Certificate \(ST-101 form\)](#). A copy of this form can also be obtained from the P-Card Administrator.

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6.4. Limitations and Restrictions

The initial cardholder's purchasing and cash advance limits are established on the Cardholder Application and are based upon the following standard unless exceptions are approved by the park or program manager.

Default Spending Limits	
Single Transaction Limit	\$ 1,500
Daily Transaction Limit	\$ 2,000
Monthly Limit	\$ 5,000
Cash Advance Transaction Limit	\$ 220
Cash Advance Monthly Limit	\$ 500

Attempted purchases will be declined if the transaction exceeds the established limits.

The splitting of invoices in order to circumvent a transaction limit is prohibited and may lead to disciplinary action up to and including separation of employment.

6.4.1 Exceptions to Limitations and Restrictions

Temporary or permanent changes to purchasing and cash advance limits can be accomplished by the following:

- a. One-time increases to any limit must be approved in advance by the supervisor and submitted via e-mail to the P-Card Administrator.
- b. For permanent increases to any limit, a new Cardholder Application form is required. The form should be completed by the cardholder, approved by the supervisor and Bureau Chief, Regional Manager, or Administrator, and then forwarded to the P-Card Administrator.

6.5. Lost or Stolen Cards

The cardholder is responsible for the security of the P-Card and any purchases made on the account. If the card is lost or stolen, the cardholder is responsible for immediately reporting this information to Bank of America at 1-888-449-2273 and the P-Card Administrator. It is extremely important to act promptly in the event of a lost or stolen card to avoid any liability for fraudulent transactions.

6.6. Separation from Duty (includes seasonal layoffs)

6.6.1. Procedure for Supervisors

It is the supervisor's responsibility to secure the P-Card from any employee leaving employment with the department. The supervisor is responsible for immediately notifying the P-Card Administrator who will suspend the account. The supervisor will then either return the card to the P-Card Administrator (if located at HQ) or destroy the card locally. Once all transactions have been verified, approved, and processed through the accounting system, the P-Card Administrator will cancel the P-Card.

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6.6.2. Procedure for Separating Employees

The supervisor shall ensure that the separating employee verify all transactions prior to leaving the workstation. If computer access is not available, the employee shall sign and date all invoices and submit them to their supervisor.

If the employee leaves without providing invoices or other supporting documentation, it is the supervisor's responsibility to complete a [Record of P-Card Activity – No Receipt Available form](#).

6.6.3. Procedure for Seasonal Employees

All seasonal employees shall surrender their P-Card to their supervisor who will then follow the procedures listed in 6.6.1 above, or if the seasonal employee will return the next year, the supervisor may submit a request via e-mail for the P-card Administrator to suspend the card until the next season. The supervisor will also be responsible for notifying the P-Card Administrator via e-mail with a request to reactivate and return the card for use.

6.7. Acceptable Purchases

The P-Card may be used to purchase any goods or services consistent with this policy and applicable department and State of Idaho purchasing guidelines. Some common uses of the P-Card may include, but are not limited to:

- Building Repair and Maintenance Supplies and Services
- Automotive and Equipment Parts and Repairs
- Office and Computer Supplies (printer cartridges, compressed air, screen cleaner, etc.)
- Building Hardware and Tools
- Meeting Expenses (with appropriate documentation)

6.8. State Contracts

It is required that state contract merchants/vendors be used when making purchase of goods or services that are available from statewide contracts. For example, the statewide contract for office supplies is with Office Max therefore P-Card purchase for office supplies must be made through Office Max.

A current list of statewide contracts is available at the Department of Administration's Purchasing website: http://purchasing.idaho.gov/statewide_contracts.html.

6.9. Travel Expenses

The P-Card may be used to pay travel expenses for official department business. The expenses must be in compliance with department and State travel rules and regulations. Some common uses for travel may include, but are not limited to:

- Airfare
- Hotel
- Rental Car or other Ground Transportation
- Meals

All travel expenses must be accounted for on a travel voucher and be accompanied by appropriate receipts and invoices in sufficient detail to support the charges.

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If traveling with a group of department employees, each traveler must use their own P-Card to separate travel charges by the individual cardholder. If a traveler does not have a P-Card and is travelling with an employee who does, the traveler with the P-Card may charge the travel expenses of the other traveler on the same trip. Each employee is still required to complete a separate travel voucher.

6.9.1. Cash Advances

Due to the extraordinary bank fees imposed by both Bank of America and other ATM transaction banks, use of cash advances should be limited. If absolutely necessary, cash advances should be reasonable in relation to the type and length of travel. All cash advances must be pre-approved by the Regional Manager, Bureau Chief, or Division Administrator and accounted for and reconciled on the travel voucher.

6.10. Capital Equipment

Use of the P-Card for purchases of capital equipment (a single item with a unit cost of \$1,000 or greater, and a useful life of two years or longer) must be approved by the Program or Region Manager and the Financial Officer prior to the purchase.

Additionally, single purchases in excess of the non-competitive bid limit (\$1,500 unless otherwise authorized by the department's Buyer, or purchased from a valid statewide contract) must comply with the department's Purchasing Policy.

6.11. Online Purchases

The billing address to use for all online purchases is 5657 Warm Springs Avenue, Boise, ID 83716.

6.12. Unacceptable Purchases

Unacceptable purchases include, but are not limited to:

- Employee personal items
- Alcoholic beverages
- Gas for department vehicles when there is a gas station within the geographic area and within reasonable proximity to the route of travel that accepts the state authorized gas card. The P-Card may only be used if the gas card is missing or unusable, or if there is a critical shortage of fuel in the vehicle that would prevent the employee from reaching an available qualified gas card vendor.
- Salaries and wages
- Entertainment
- Gifts or donations

6.13. IT Systems/Computer Hardware

The P-Card shall not be used for the acquisition of Information Technology / Information Systems or related items unless specifically and explicitly authorized by the Management Information Systems (MIS) Manager or designee. All Information Technology and/or Information Systems acquisitions (hardware, software, services) must be coordinated through MIS and require pre-authorization.

6.14. Moving Expenses

Because of the complex Internal Revenue Service regulations governing moving expense

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reimbursements, the P-Card may not be used for these expenditures. Please refer to the Department [Moving/Relocation Policy](#) for additional information.

6.15. Consequences of Improper Purchases

If P-Card use is deemed inappropriate by the IDPR Director or Division Administrator, the cardholder will be responsible for immediate repayment to the agency for any improper charges and shall accept personal responsibility for misuse.

6.16. Reconciliation of Purchases

6.16.1. Cardholder Responsibilities

In addition to complying with all of the provisions of this policy, the cardholder is responsible for:

- Verifying *all* P-Card transactions posted in the State’s P-Card Application within ten days. Through the verification process, the cardholder is acknowledging the purchase was actually made by the cardholder. The process also acknowledges the goods or services actually received are necessary for authorized agency business.
- Scanning and attaching all supporting documentation (invoices, receipts, vendor order forms, etc.) to the electronic P-Card Transmittal. Supporting documentation must be in sufficient detail to support the charges.
- If the supporting documentation cannot be obtained or is lost, the cardholder is responsible for completing the [Record of P-Card Activity – No Receipt Available form](#). This form must be signed by the cardholder, scanned and attached to the electronic P-Card Transmittal in lieu of the actual receipt.
- For all travel related expenses, supporting documentation along with an electronic copy of the P-Card transmittal must also be attached to the travel voucher.
- Reporting suspected fraudulent charges to the P-Card Administrator immediately upon detection (see section 6.176.18.2).

6.16.2. Approver Responsibilities

All supervisors, park or program managers, and other delegated approvers are responsible for the following:

- Reviewing and electronically approving P-Card Transmittals within ten days of receipt.
- Confirming the PCA coding and that supporting documentation is attached to the electronic P-Card transmittal and is in sufficient detail to support the charges.
- Under no circumstances shall a cardholder approve their own purchases.
- Except in the case of the department’s Director, no employee should approve their supervisor’s purchase.
- The department’s Financial Officer shall approve the Director’s P-Card transmittals.

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6.17. Accounts Payable Responsibilities

The Accounts Payable section is responsible for the following:

- Final review of fiscal coding, ensuring supporting documentation is attached and release of the processed transmittal to the statewide accounting system.
- Reconciliation and processing of the monthly P-Card invoice.

6.18. Disputed or Fraudulent Charges

6.18.1. Merchant Disputes

If there is a discrepancy between the posted P-Card transaction and what the cardholder believes is the authorized charge, the cardholder must contact the merchant to resolve the dispute. If the cardholder is not able to resolve the discrepancy with the merchant, then the cardholder should notify the P-Card Administrator.

6.18.2. Fraudulent Charges

For any suspected fraudulent charge (a charge appearing in the P-Card application which was not authorized by the cardholder), *the cardholder is responsible for immediately reporting this information to Bank of America at 1-888-449-2273 and the P-Card Administrator.*

7. REFERENCES

State of Idaho Office of the State Controller Division of Statewide Accounting Fiscal Policies Manual: [State of Idaho's Purchasing Card \(P-Card\) Policy](#)

IDPR Fiscal Form: [Cardholder Application](#)

IDPR Fiscal Form: [Cardholder User Agreement](#)

IDPR Fiscal Form: [Record of P-Card Activity – No Receipt Available form](#)

Idaho State Tax Commission Sales Tax Resale or Exemption: [Sales Tax Resale or Exemption Certificate \(ST-101 form\)](#)

Department of Administration's Purchasing Contracts: http://purchasing.idaho.gov/statewide_contracts.html

IDPR Moving Policy and Procedure Manual (I-20): [Moving/Relocation Policy](#)

Revision History

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