

**WALLA WALLA COMMUNITY COLLEGE
PROCUREMENT CARDS
ADMINISTRATIVE POLICY 4500**

I. POLICY BACKGROUND/PURPOSE

Walla Walla Community College (WWCC) assigns Procurement Cards (PCards) to employees who have significant purchasing requirements or who must travel frequently as part of their job duties. PCard usage follows established Washington State rules and local policy and procedure is necessary to ensure proper adherence of and liability is mitigated.

II. AUTHORITY

Institutions of higher education's use of credit cards are governed by the Department of Enterprise Services (DES) ([Policy No FO.03.01](#)) and the following RCWs:

- [RCW 43.19.011 Director—Powers and duties \(enterprise services\)](#)
- [RCW 43.41.110 Powers and duties of office of financial management](#)
- [RCW 43.41.180 Electronic funds and information transfer—State agency use](#)
- [RCW 28B.10.029 Property purchase and disposition—Independent purchasing authority](#)
- [RCW 39.26.090 \(2\) Director's duties and responsibilities \(enterprise services\)](#)
[RCW 43.88.160 Fiscal management—Powers and duties of officers and agencies.](#)

III. SCOPE OF POLICY

This policy applies to all WWCC employees.

IV. DEFINITIONS

- A. PROCUREMENT CARD (PCard) – A college issued credit card.
- B. BUDGET MANAGER – The employee responsible for managing the budget to which the Procurement Card will reconcile transactions.
- C. STAGED TRANSACTIONS – Transactions which have been imported from the card vendor statement into ctcLink to be reconciled.
- D. VERIFIED TRANSACTIONS – Transaction which have had the budget code applied and validated, receipts loaded, and are set to verified status.
- E. APPROVED TRANSACTIONS – Transactions which the budget manager set to approved status, accepting the budget codes and receipts as accurate.

V. POLICY

- A. Every purchase must be made according to the correct procurement process before payment is made by any method. Use of procurement cards for payment does not change state procurement requirements.
- B. Acceptable uses of procurement cards include:
 - 1. Purchase of goods and services for official state business that:
 - a. Comply with all applicable state statutes, rules, policies, and procedures, and
 - b. Are within spending and other limits established for each card, as established by the college within the pre-determined aggregate limit.

C. Unacceptable uses of procurement cards include:

1. Cash advances;
2. Purchases over the limits authorized for each card;
3. Splitting purchases to circumvent the daily or monthly purchase limits on a card or to avoid competition bidding limits or purchase authority.

<p>Policy Contact: <u>Vice President of Administrative Services</u></p> <p>Approved by (Department/Body): <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>February 13, 2023</u></p> <p>Last Reviewed/Revised on: _____</p>
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