

SECTION: 4.0 ADMINISTRATION

SUBJECT: P-CARD POLICY

Title: Purchasing Procurement Card “P-Card”

Background: The purpose of this policy is to convey the basic guidelines and internal controls associated with the purchase of small dollar items (under \$2,000) that are more efficiently acquired by the use of a credit card. This policy is in accordance with Idaho Code sections 59-1026 & 67-5717(12).

Point of Contact: Purchasing Department

Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy: Controller’s Office

Date of approvals by LC State authority: October 26, 2010, July 2022

Date of State Board Approval: N/A

Date of Most Recent Review: 07/2022

Summary of Major Changes incorporated in this revision to the policy: Format changes using LC State style guide. Updated Point of Contact from Controller’s Office to Purchasing Department.

1. Purpose

The Lewis-Clark State College (LC State) purchasing card (P-Card) program, was designed to streamline and simplify the requisitioning, purchasing and payment process for relatively small dollar items costing under \$2,000. The P-Card program is designed to provide operational efficiency without sacrificing necessary fiduciary controls.

- A. The P-Card program utilizes both internal policy controls and periodic internal audits to ensure that P-Cards are being used in accordance with institutional and state policies and procedures. The P-Card is authorized for approved purchases related to college business only.
- B. The use of the P-Card for personal purchases is strictly prohibited.
- C. Unauthorized use of the P-Card may result in revocation of the card, disciplinary action and possible termination of employment.
- D. The Purchasing and Accounts Payable departments are responsible for monitoring the effectiveness of the P-Card program as well as ensuring user compliance with the procedures outlined in the P-Card Policy and Procedures Manual.

2. Complete and Detailed P-Card Instructions

For the complete P-Card Policy and Procedures Manual refer to the Purchasing Department Website: <https://www.lcsc.edu/purchasing/employees/p-card-guidelines/p-card-policy-and-procedures>.