

# REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

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Policy Type : Fiscal Management  
Policy Title : Purchasing Card Policy  
Policy Number : 500.8  
Date Adopted : September 11, 2008  
Date Amended :

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## **Purpose of the Policy**

The purpose of this policy is to establish the Authority's requirements for procuring materials and trade services on credit through the use of purchasing cards.

## **Definitions**

**Purchasing Card** means the merchant purchase authorization card issued by U.S. Bank IMPAC and administered by the State Department of General Services under the CAL-Card program. No other type of purchasing card will be authorized for Authority purchases.

**Cardholder** means the following Authority employees: the Executive Director, the Finance and Administrative Services Officer, the Project Manager and the Executive Assistant.

## **Authorized Purposes**

Authority Purchasing Cards are provided solely for the purpose of obtaining authorized Authority goods and services. No other uses of Authority Purchasing Cards are permitted. The Authority's Executive Director (or his or her designee) will have oversight of the Purchasing Card program for the Authority.

A Purchasing Card may not be used for personal transactions. Any employee who uses or authorizes the use of the Authority Purchasing Card for unauthorized purposes will be required to immediately reimburse the Authority for the purchase and will be subject to disciplinary action up to and including termination. If the employee cannot repay the unauthorized amount immediately and the Authority is required to use the "VISA Waiver of Liability," the employee will still be required to pay the Authority in full for the purchase.

## **Authorized Users and Purchasing Limits**

The following employees are authorized Purchasing Card holders within the dollar limits

specified:

<u>Authorized User</u>	<u>Purchasing Limits</u>
Executive Director	\$10,000 per transaction; \$10,000 per month
Finance and Administrative Services Officer	\$5,000 per transaction; \$5,000 per month
Project Manager	\$5,000 per transaction; \$5,000 per month
Executive Assistant	\$500 per transaction; \$1,500 per month

Purchasing Card holders are required to: (1) follow all current Authority purchasing procedures when placing orders; (2) document the receipt of goods or services; (3) receive monthly statements from U.S. Bank, review invoices on the statement, attach receipts, shipping orders and other required documentation; and (4) sign the statement of account before forwarding them to the Executive Director each month.

If a Purchasing Card is lost or stolen, the Purchasing Card holder must report the lost or stolen card to the Executive Director immediately.

### **Areas of Responsibilities**

The Executive Director has overall responsibility for the Purchasing Card program within the Authority, will ensure that this policy is followed at all times and will provide for training to all Purchasing Card holders as necessary. The Executive Director has the authority to issue cards at his discretion.

### **Reporting**

A detailed listing of all transactions made using Authority Purchasing Cards will be provided to the Executive Committee as part of the monthly financial report.

### **Policy Review**

This policy will be reviewed by the Executive Committee at least every two years.