



OPERATING POLICIES - SECTION 500

NUMBER: 584

SUBJECT: PURCHASING CARD POLICY

LAST REVIEWED: 1/17/2008; 3/3/2021; 8/10/2022

EXECUTIVE STAFF APPROVAL: 3/29/2021; 8/15/2022

BOARD APPROVAL DATE: JANUARY 16, 2008; 5/19/2021; 8/17/2022

584.1 PURPOSE

The purpose of the Mountainland Technical College (MTECH) purchasing card program is to establish a cost-effective and efficient method to handle small purchases. This program is a supplement to the use of other processes, including check writing and purchase orders.

584.2 POLICY

2.1 Purchasing Cards

- 2.1.1 Purchasing cards are issued to those who are authorized to purchase equipment, supplies and/or services required by the College and its departments, and are used in accordance with College Policy.
- 2.1.2 Employees who do not comply with the provisions of the MTECH Purchasing Card Policy will be subject to withdrawal of the privilege to make purchases using a purchasing card. Further, such employees may have the instances of non-compliance noted as a part of their performance evaluation, and as appropriate, disciplinary action may be taken, up to and including termination.

2.2 Usage

- 2.2.1 Before a purchasing card is used to purchase any item(s), the cardholder shall agree to the following by signing the Cardholder Agreement Form:
 - 1. College purchases will be made in accordance with MTECH Procurement Policy 500.580.
 - 2. All purchasing card transactions must have a business purpose that is directly related to MTECH. All items must be purchased at a cost that is reasonable and appropriate for the item or activity.
 - 3. Cardholders are responsible for all purchases made with their assigned card and should not allow others to use their purchasing card.
 - 4. Cardholders are responsible for the security and accompanying documentation of all transactions made.

5. The College carries contracts on many items, as does the State of Utah. Cardholders will compare prices and purchase from the source most advantageous to the College. The Purchasing Department can advise on these sources.
6. Purchasing cards carry a per-purchase limit. The total purchase includes shipping and handling. Cardholders will not exceed this limit.
7. Purchases are tax exempt in the State of Utah. No Utah sales tax should be charged.
8. These items are restricted for purchase with a purchasing card unless permission is explicitly given by the Purchasing Department:
 - a. Alcoholic beverages
 - b. Cash advances, gift cards, and gifts (flowers or plants purchased as a recognition of an employee or friend of the College's illness, death, or death of a loved one are excluded)
 - c. Fines, late fees, penalties (including parking tickets)
 - d. Personal purchases of any type
 - e. Special services, such as Independent Contractors, performers, or speakers
 - f. Office furniture
 - g. Construction projects
9. Meal purchases should be infrequent and must show documentation of the business purpose of the meal and all attendees. All information should be shown on the itemized receipt which includes any tip. Unless authorized by the College President, cardholders must keep the cost of meals within GSA-established per diem rates.

2.2.2 Questions regarding proper use of the purchasing card should be directed to the Purchasing Department.

2.3 Limits

2.3.1 The dollar limit on each card is determined by the Finance Department and the applicable supervisor. The standard limit per purchase is \$1,000. Limits may be increased when approval is granted by the Vice President of Administrative Services.

2.3.2 Cardholders will not split a transaction into smaller amounts to avoid exceeding the dollar limit placed on the card.

2.4 Documentation/Monthly Statements

2.4.1 A minimum of one form of documentation, along with a description of the business purpose for each transaction, must be attached to the monthly statement, which is provided to the cardholder through AvidXchange. Documentation must clearly demonstrate the business purpose of the transaction in a way that would be clear to

an individual from outside of MTECH. Additional comments and descriptions will be included as necessary. While an itemized receipt is the required form of documentation, other documentation providing the transaction date, vendor, detailed description, business purpose, and the dollar amount can be used with Vice President or President approval.

- 2.4.2 Statements must be approved by both the cardholder and supervisor after the cardholder reconciles the statement. Discrepancies found in the reconciliation, such as fraudulent charges, must be reported immediately to both US Bank and the Purchasing Department. Accidental personal purchases should be immediately reimbursed at Student Services, and the receipt, with an explanation, included in the purchasing card documentation.
- 2.4.3 The College President's statement and documentation must be approved by both the Vice President of Administrative Services and the Chair of the Board of Trustees.