



PURCHASING CARD POLICY

OPERATING | 500.584

Last Evaluation

08/03/2026

Executive Staff Approval

08/03/2026

Board Approval

08/19/2026

1. Policy Purpose

The purpose of this policy is to establish the College's purchasing-card program as a controlled, efficient method for authorized, low-dollar College purchases while maintaining compliance with procurement, fiscal-control, documentation, and asset-accounting requirements.

2. Definitions

Cardholder - An employee authorized to use a College purchasing card.

Purchasing Card - A College-issued payment card used to make authorized college purchases.

Purchase Card Transaction - A purchase or credit processed through a purchasing card account.

3. References

MTECH 500.580 Procurement Policy

MTECH 500.580A Procurement Procedure

MTECH 500.581 Purchasing Thresholds and Limits Policy

MTECH 500.581A Purchasing Thresholds and Limits Procedure

MTECH 500.588 Capitalization and Classification of Fixed Assets Policy

MTECH 500.588A Capitalization and Classification of Fixed Assets Procedure

Utah Code Title 63G, Chapter 6a, Utah Procurement Code

4. Policy

4.1 Establishment and Administration of the Purchasing-Card Program

- 4.1.1 The College may issue purchasing cards to employees whose responsibilities require a cost-effective method to make authorized College purchases. Finance shall administer the purchasing-card program, including card issuance, limits, controls, monitoring, and closure.
- 4.1.2 A purchasing card is a payment method; it does not replace the procurement requirements, quotation requirements, purchase-order requirements, approval requirements, or Board oversight established by MTECH 500.580 Procurement Policy, 500.580A Procurement Procedure, 500.581 Purchasing Thresholds and Limits Policy, and 500.581A Purchasing Thresholds and Limits Procedure.

4.2 Authorized Use and Cardholder Accountability

- 4.2.1 Purchasing cards may be used only for a legitimate College business purpose and only by the cardholder to whom the card is assigned. Cardholders are responsible for the security, appropriate use, and timely substantiation of all transactions made with their assigned cards.
- 4.2.2 Each cardholder shall comply with the limits, merchant restrictions, approval requirements, documentation requirements, and reconciliation requirements established by this policy and MTECH 500.584A Purchasing Card Procedure.

4.3 Procurement and Asset-Accounting Compliance

- 4.3.1 Cardholders shall apply MTECH 500.580 Procurement Policy, 500.580A Procurement Procedure, 500.581 Purchasing Thresholds and Limits Policy, and 500.581A Purchasing Thresholds and Limits Procedure.
- 4.3.2 Before using a purchasing card. A cardholder may not divide, structure, or sequence a purchase to avoid a quotation, purchase-order, approval, or other procurement requirement.

- 4.3.3 Purchases that may constitute capital or controlled assets shall be coordinated with Finance and processed in accordance with MTECH 500.588 Capitalization and Classification of Fixed Assets Policy and 500.588A Capitalization and Classification of Fixed Assets Procedure.

4.4 Restricted and Prohibited Transactions

- 4.4.1 Purchasing cards may not be used for personal purchases, cash advances, gifts or gift cards except as expressly authorized by College policy, fines or penalties, or any transaction prohibited by law, contract, College policy, or the purchasing-card procedure.
- 4.4.2 Finance may establish additional merchant-category, transaction-type, or cardholder-specific restrictions to protect College funds and ensure compliance.

4.5 Documentation, Review, and Corrective Action

- 4.5.1 Each purchasing-card transaction shall be supported by sufficient documentation to demonstrate the business purpose, items or services purchased, amount, vendor, date, required approvals, and compliance with applicable procurement requirements.
- 4.5.2 Unauthorized, unsupported, late, or otherwise noncompliant transactions may result in required reimbursement, suspension or revocation of card privileges, performance action, disciplinary action up to and including termination, and any other action permitted by law or College policy.

5. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
1/17/2008		1/16/2008
3/3/2021	3/29/2021	5/9/2021
8/10/2022	8/15/2022	8/17/2022
08/03/2026	08/03/2026	08/19/2026