

SECTION 3 PURCHASING CARD USAGE

- 3.1 The purchasing card is a payment process used for the procurement of small dollar items.
- 3.2 The purchasing card may be used for the payment of goods and designated services not exceeding the current transaction limit.
- 3.3 Maximum transaction limit (including any shipping charges) shall be that allowable by State Code and the West Virginia Auditor's Office. Individual transaction limits will be determined by the spending unit supervisor and Chief Financial Officer.

SECTION 4 PURCHASE CARD COORDINATOR DESIGNATION

- 4.1 The Chief Financial Officer shall designate the Pcard Coordinator(s) for Eastern West Virginia Community & Technical College. The Chief Financial Officer shall review, on a quarterly basis, the compliance of the Pcard program with the College's internal controls and the WV Auditor's Office policies and regulations. The card coordinator shall hold a position of knowledge and experience in the purchasing cycle of the College.
- 4.2 The Chief Financial Officer shall designate card coordinator(s) in a sufficient number to allow thorough and timely performance of their responsibilities. Any change in coordinators will be proceeded by submission of a Coordinator Authorization Form to the Pcard Program.
- 4.3 Upon designation by the Chief Financial Officer, the College Pcard Coordinator must receive training/education designed and approved by the State Auditor's office prior to assuming the duties of the position.

SECTION 5 PURCHASE CARD PROGRAM RESPONSIBILITIES

- 5.1 The Pcard Coordinator is responsible for the administration of the Pcard Program. The Chief Financial Officer is responsible for quarterly review of the Pcard Coordinator for compliance with policies and regulations. The Coordinator is required to attend training/education annually and to obtain certification confirming the training. Training shall include Pcard policies, purchasing policies, ethics training, and/or emergency card or travel training as appropriate. College Pcard Coordinator(s) must successfully complete all applicable designated training to receive agency card coordinator certifications from the State Auditor's office.
- 5.2 Pcard Coordinator responsibilities include, but are not limited to those as defined by the State and the West Virginia Auditor's Office. The College may develop additional responsibilities beyond those of the State or the Auditor's Office. These responsibilities shall be stated in the College's Pcard regulation/manual.

- 5.3 Chief Financial Officer responsibilities include, but are not limited to those as defined by the State and the West Virginia Auditor’s Office. The College may develop additional responsibilities beyond those of the State or the Auditor’s Office. These responsibilities shall be stated in the College’s Pcard regulation/manual.

SECTION 6 DELEGATION OF AUTHORITY

The responsibility for implementation and interpretation of this policy is delegated to the Chief Financial Officer.

BOARD OF GOVERNORS, CHAIR

DATE