

## POLICY TITLE: PURCHASING CARD POLICY

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### I. Purpose

The purpose of this policy is to delineate (1) the authority and responsibility of LCC Purchasing Cardholders; including requirements for overall compliance with the Purchasing Policy; (2) the procedures and processes to be utilized by LCC Cardholders, and (3) the scope of the policy.

### II. Scope

This policy applies to all LCC Purchasing Cardholders and their supervisors.

### III. General

#### A. LCC Purchasing Card

1. Purchasing may delegate authority through the issuance of a LCC Card. Employees who are designated to make small dollar purchases for their department or who travel may request an LCC Card. Employees must receive approval from their immediate supervisor and attend cardholder training before receiving an LCC Card. Purchasing performs a monthly audit of cardholder statements to ensure compliance with purchasing policy.
  - a. Cardholders are assigned the appropriate delegation of authority to make purchases for Lansing Community College business purposes only.
  - b. Cardholders must reconcile their LCC Cardholder expense statement within ten (10) business days through the "Concur" system or equivalent and provide receipts for all transactions. Supervisors must review and approve all employee expenses.
  - c. Card controls include a single transaction limit, monthly cycle limit, and merchant code category restrictions.
2. All equipment with a dollar value of \$1,000 or more and all purchases of \$2,500 or more must be executed by the Purchasing Department unless authority has been delegated by

Purchasing to make such purchases on the LCC Card.

3. In case of emergency (as defined in the Purchasing Policy) the President, CFO, Executive Director of Administrative Services and Purchasing are authorized to use purchase cards to maintain college continuity.

B. LCC Card Abuse

Cardholders abusing card privileges may also be subject to disciplinary action up to and including termination. The employee will be liable for all personal purchases. Violations include, but are not limited to:

- a. Purchasing items for personal use
- b. Utilizing the LCC Card for unauthorized purchases
- c. Failure to return the LCC Card when reassigned, terminated, or upon request
- d. Failure to retain proper documentation
- e. Failure to process LCC Card charges through the "Concur" system or equivalent within ten (10) business days.
- f. Use of the LCC card to avoid or negate the other requirements of the Purchasing Policy.

C. Violations

All cumulative violations of purchased items over \$500 of this policy shall be reported to the Audit Committee monthly. Any violation is subject to discipline. Any instance of fraud or misuse of College funds will be reported immediately. Any cumulative amount over \$500 will be reported to the Internal Auditor.

#### **IV. Responsibility**

The College's Director of Purchasing is responsible for preparing procedures to implement this policy. Each employee authorized an LCC Card is responsible for the accuracy and completeness of the information supporting expenses.

Adopted: June 5, 2006, Amended June 15, 2009