



04-16 PURCHASING CARD

I. OVERVIEW

A purchasing card is a business credit card that can be used for small-dollar purchases up to \$2500 for supplies (not equipment) and services by authorized employees of the District. Use of a purchasing card for District purchases is authorized by Board Rule 7100 and Administrative Regulation B-19 and is subject to the policies and procedures set forth in this manual and the Purchasing Card Policies and Procedures Manual linked to the following website http://albacore.laccd.edu/purchasing_card/purch_card_invoice_processing_guide_lines_110101.doc.

Any employee whose position requires him/her to routinely complete purchase requisitions and/or use purchase orders, revolving fund or other instruments for small dollar purchases may be a candidate to obtain a purchasing card. The card is limited to use for **OFFICIAL LACCD BUSINESS ONLY** and is prohibited for any use of a personal nature. Those who travel frequently on District business may be eligible for a District travel credit card. A travel card is a purchasing card specially programmed (and possibly restricted) for purchases of travel-related services and products (e.g., airlines, hotels, restaurants).

II. PROCESS

1. Employees interested in obtaining a purchasing card must follow the application process set forth in the Purchasing Card Policies and Procedures Manual which can be found electronically on the link above.
2. To make purchases using the purchasing card, a cardholder simply follows the same general procedures used for a credit card purchase. A card may be used for walk-in, telephone, fax or Internet purchases.
3. Since the purchasing card may only be used for LACCD business purposes, a cardholder must be able to explain the nature of all purchases made on the card. If a cardholder cannot substantiate that the purchase was necessary and for official use, the cardholder's supervisor will address the situation in accordance with established LACCD policies which may include employee discipline and possible termination.
4. The Purchasing Card Program prohibits the use of the card for the following:
 - Rental or lease of land or buildings
 - Timeshares
 - Purchase of telephone services, including Airphone



- Cash advances
- Overpayments
- Wire transfers, money orders, travelers checks, savings bonds, foreign currency
- Gambling, betting, casino gaming chips
- Securities / insurance
- Political or religious organizations
- Tax payments
- Government loan payments
- Court costs, alimony, child support, fines, bail, bond payments
- Automated Referral Service

In addition, Cardholders are prohibited under LACCD's program from using the CAL-Card for the following:

- Airlines*
- Travel agents*
- Ground transportation*
- Restaurants*
- Hotels, motels, other lodging*
- Equipment that must be tagged as an asset
- Alcoholic beverages
- Tobacco products
- Firearms, ammunition
- Consultants and contract services
- Utilities
- Organizational memberships
- Salary or wage payments
- Capital outlay
- Food and/or awards (unless approved by the Chancellor or designee)
- Payment of any invoice for which a purchase authority/order has been issued
- Expenditure that requires prior Board authorization

*except for cards authorized to be used for business travel

5. A Cardholder who misuses a purchasing card is subject to discipline under the terms of LACCD's Board rules, administrative regulations, personnel policies and collective bargaining agreements and may be required to repay the District for unauthorized purchases, including by means of payroll deductions. Approving Officials, Agency Program Coordinators, Billing Office personnel and other program participants who are also found responsible for such misuse are likewise subject to disciplinary action.



6. Internal Audit will conduct a periodic review of purchasing card expenditures to evaluate the effectiveness of the program, identify any high-volume items that could be formally bid out and detect any potential program abuses.

7. More detailed procedures on the background, application, use and payment processing of the purchasing card can be found electronically at:

http://albacore.laccd.edu/purchasing_card/purchasing_card_program_110101.doc

III. LEGAL AUTHORITY AND CITATIONS

Board Rule 7100.

Administrative Regulation B-19

LACCD Purchasing Card Policies and Procedures Manual