



Purchasing Card Issuance Procedure (A/P-P009)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Accounts Payable Department issues Purchasing Cards at Washoe County School District.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Accountant

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 PA – Purchasing card program administrator
- 4.2 PCard – Purchasing card
- 4.3 SFPD – State and Federal Programs department
- 4.4 CFO – Chief Financial Officer
- 4.5 CPA - Commerce ControlPayAdvanced – PCard program software

5.0 PROCEDURE:

- 5.1 PA receives completed Purchasing Card Enrollment Form (A/P-M001, Attachment 1) from department supervisor.
 - 5.1.1 PCard may be issued in an individual or department name.
 - 5.1.2 Request must be signed by requesting cardholder and department supervisor.
 - 5.1.3 All requests using grant funds must be signed by SFPD.
 - 5.1.4 Any request for a credit limit in excess of \$10,000 must be approved by the Chief Accountant or the CFO.
- 5.2 New cardholders and supervisors are scheduled for PCard training and electronically sent the Washoe County School District Purchasing Cardholder Procedures Manual (A/P-M001) and the Washoe County School District Purchasing Card User's Guide (A/P-M002).
- 5.3 PA requests the PCard via CPA.
 - 5.3.1 Issued cards are sent to PA for distribution to cardholders during training.
- 5.4 New cardholder and supervisor attend PCard training and receive PCard.
 - 5.4.1 Cardholder or department head signs Employee Cardholder Agreement (A/P-M001, Attachment 2) or Department Cardholder Agreement (A/P-M001, Attachment 3), respectively.

WASHOE COUNTY SCHOOL DISTRICT
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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Washoe County School District Purchasing Cardholder Procedures Manual (A/P-M001).
- 6.2 Washoe County School District Purchasing Card User's Guide (A/P-M002).

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Purchasing Card Enrollment Form	PA Office	Until card is terminated	Shred	Locked Office
Cardholder Agreement	PA Office	Until card is terminated	Shred	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
06/16/06	A	Initial Release
03/15/07	B	Revised procedure to read from manual to automated; revised Associated Documents 6.1 and 6.2; revised Record Retention Table
01/01/11	C	Update to remove step 5.5 pertaining to encumbrance of credit limit.

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