

PURCHASING CARD POLICY

The County Superintendent authorizes the issuance of purchasing cards to specified employees for official business purchases in compliance with established purchasing policies. The Associate Superintendent of Administrative Services serves as the Program Administrator and is responsible for the issuance of purchasing cards and establishing spending limits. Those positions authorized to be cardholders are as follows:

- Superintendent
 - Deputy Superintendent
 - Assistant/Associate Superintendent
 - Other positions approved by the Superintendent or designee for issuance of a card based on programmatic needs
1. Cardholders shall be Yolo County Office of Education (YCOE) employees and shall agree to all terms and conditions established for the issuance of the YCOE Purchasing Card assigned to them.
 2. Cardholders may designate a support person to process purchases and reservations with on-line vendors or vendors that do not accept purchase orders on behalf of the cardholder.
 3. Cardholders are personally liable for inappropriate charges and shall be personally responsible for the settlement of any dispute on any purchase with a vendor.
 4. Should cardholder **accidentally** charge something personal to the office purchasing card, a personal check along with a copy of the invoice indicating the item should be **IMMEDIATELY** sent to the Program Administrator or designee.
 5. The Purchasing Card **MAY NOT** be used for the following reasons and may be suspended or revoked if:
 - The card is used for personal or unauthorized purposes.
 - The card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law, or other purchases that are prohibited by program contract regulations.
 - The card is used to purchase cash equivalents, such as gift cards or electronic cash conveyance/transfer applications, unless approved in advance by the Program Administrator or designee.
 - The cardholder allows the card to be used by an individual other than a designated support person.
 - The cardholder splits a purchase to circumvent a purchase limit assigned to the card.
 - The cardholder uses another cardholder's card to circumvent a purchase limit assigned to either cardholder.
 - The cardholder accepts a personal gratuity from a vendor.
 - The cardholder uses the card to purchase gratuities and gifts.

- The cardholder fails to provide an expense receipt or documentation that may be necessary to record a purchase appropriately.
 - The cardholder does not adhere to the Purchasing Card Policies and Procedures.
6. Purchasing Cards may be issued with cardholder names, or they may be issued to YCOE as a vendor charge card. Cardholders and authorized card users shall use discretion when using a Purchasing Card, as all charges are incurred as the liability of YCOE and can impact the organization's credit score and ability to secure financing. Purchasing Cards are the property of the bank/vendor, and they may at any time revoke card privileges under the provision of their policies and procedures.
 7. Each Purchasing Card will be assigned specific purchase limits and restrictions. Cardholders shall adhere to these limits and restrictions. Temporary increases to cardholder limits will be considered by the Program Administrator or designee for extenuating circumstances or emergencies.
 8. The cardholder is personally responsible for guaranteeing that all charges are for appropriate business expenses, that purchases are within budget limits, and that the purchase does not violate any other law, regulation, or policy of the Yolo County Board of Education or the Yolo County Superintendent of Schools. Neither the bank/vendor nor the Superintendent assumes responsibility for unauthorized purchases. The cardholder shall be liable to the Superintendent and to the bank/vendor for any unauthorized purchase.
 9. Cardholders shall immediately notify the Program Administrator or designee if the Purchasing Card is lost, stolen, or in the possession of an unauthorized person. A written follow-up, including pertinent information on the cause of the Purchasing Card loss or use by an unauthorized person, shall be forwarded to the Program Administrator or designee in a timely manner.
 10. Cardholders shall take reasonable precautions with the Purchasing Card. These include, but are not limited to, the following:
 - Keep the card in view after you give it to a clerk. Get it back promptly after the transaction has been processed.
 - Never sign a blank receipt.
 - Save all Purchasing Card receipts and check your receipts and payments against the statement when received.
 - If there are any questionable charges on the statement, Cardholder shall contact the bank to obtain more information about the charge and file a dispute if necessary.
 - Never lend your card to anyone.
 - Never leave your card or receipts where anyone can pick them up.
 - Never write a card number on a post-it or on the outside of an envelope.

- Never give your card number over the phone unless you are dealing with a company you are sure is legitimate.
 - Never save your card number in personal online accounts.
11. Payment for charges made against the Purchasing Card shall be processed as follows:
- a. When statements are received by the Program Administrator or designee, they will be distributed to each cardholder and their designated support person for processing.
 - b. Each transaction must be accompanied by evidence of prior purchase approval, preferably via a purchase order.
 - c. The monthly statement with all appropriate backup must be signed by the cardholder and the cardholder's immediate supervisor.
 - d. A copy of the monthly statements with the original receipts, including proof of delivery if applicable, shall be assembled and returned as a complete package to Accounts Payables by the 5th day of the month following the statement date.
 - e. Accounts Payable processes the YCOE statement (for all cardholders) after balancing the totals of all required documents and issues payment to the appropriate vendor.