



Purchasing Card Policy and Procedures Manual

PURCHASING CARD POLICY AND PROCEDURES MANUAL

The Procurement Card program is designed to delegate the authority and capability to efficiently purchase items directly from the supplier in compliance with all procurement laws and local policies.

Issuance of a P-Card represents trust in personnel and empowers employees to act as responsible fiduciary agents to safeguard and protect the City of El Monte.

Several unique controls have been developed for our P-Card Program. These controls ensure that the cards will be used only for official operational purchases and within specific dollar limits.

The Cardholder policy has been developed to assist employees in better understanding the program. Employees are required to take the time to read and understand the policy before using their assigned P-Card. Employees applying for a Purchasing Card must verify that they have read, understood, and accept the Purchasing Card Policy and Procedures Manual by initialing and signing in the designated areas prior to Purchasing Card issuance and/or re-certification.

PURCHASING CARD POLICY AND PROCEDURES MANUAL

1. PURPOSE

This Purchasing Card Policy and Procedures Manual (hereinafter, the “P-Card Policy” or “Policy”) establishes the policies and procedures for the procurement of goods and/or services using a Purchasing Card (“P-Card”). The P-Card Program (“P-Card Program”) is designed to streamline the purchasing and accounts payable processes by reducing paperwork generated by small dollar, high volume transactions, providing immediate access to goods and/or services, and facilitating quick payment to vendors.

All P-Card purchases must be made in compliance with the provisions of applicable Federal and State laws and regulations, and overall City of El Monte (“City”) Policy. In the event of any conflict or inconsistency between the aforementioned laws, regulations, and policies, the more stringent provisions and requirements shall apply.

This P-Card Policy includes procedures for establishing and governing the use of a P-Card including, but not limited to, the following:

- Purchasing Limits
- Allowable/Prohibited Purchases
- Security Measures
- Charge Transaction Declines
- Merchandise Returns
- Reconciliation of Monthly Bank Statements
- Records Management and Payment Processing
- Application for a Procurement Card
- Procurement Card User Agreement
- Pre-Purchase Authorization Form
- Recertification Form

2. SCOPE

This Policy applies to all City of El Monte departments and employees. All P-Cards shall be governed by this Policy and used in a manner that complies with Federal,

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State, and local Law in addition to the City's Municipal Code and policies regulating the procurement of goods and/or services.

3. POLICY

Employees who are issued P-Cards to perform official City business are required to sign the acknowledgement set forth in this Policy and will adhere to all applicable City policies as provided.

4. DEFINITIONS

A. BANK

The bank that has been selected by the City to provide the P-Card program.

B. CARDHOLDERS

Full-time, permanent employees that have been designated by the Department Director to be issued a P-Card in their name for use under these policies and procedures. Cardholders and/or their designee are responsible for administration and control of their adherence to the P-Card Policy.

C. DEPARTMENT DIRECTOR

The Department Director is the non-sworn employee assigned with the "Director" Title. For the Police Department, the "Chief of Police" is the designated Department Director.

D. PURCHASING CARD

The Purchasing Card, or P-Card, is a commercial credit card for small dollar purchases of goods and/or services necessary for official City business. The P-Card may be issued to a permanent employee for purchases by the designated employee only.

E. PURCHASING CARD PROGRAM ADMINISTRATOR

An employee in the Finance Department who will serve as the point of contact between the City and the Bank for general oversight of the P-Card Program.

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F. PURCHASING OFFICER

Pursuant to EMMC 3.24.020(A), the Finance Director is the designated Purchasing Officer of the City. Only the Purchasing Officer will issue P-Cards. The Finance Director may delegate this responsibility to the Finance Manager or Accounting Manager.

5. ROLES AND RESPONSIBILITIES

A. PURCHASING OFFICER

Develop Policy and procedures for the use of P-Cards complying with State Law. Administer the P-Card Program, to include the following responsibilities:

- Administration of the Purchasing Policy and Procedures Manual and P-Card Policy
- Serve as primary contact with the Bank for the P-Card program.
- Serve as primary contact with the Cardholders and/or their administrative designee.
- Approve/Process applications for the issuance of P-Cards for users in compliance with City policies.
- Establish guidelines for transactions and cumulative dollar limits for P-cards.
- Process changes to Cardholder limits and restrictions as authorized by department Directors or the departmental Purchasing Card Program Administrator.
- Keep a current list of Cardholders, card numbers and card limits.
- Coordinate training on P-card usage and transaction processing and approval through Bank of America online system.
- Maintains and updates P-card guidelines.
- Cancel and suspend cards as requested by Department Directors or departmental P-card coordinators.

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- Review transactions for verification of small dollar purchases and price agreement opportunities.
- Cancel P-card if and when a Cardholder has not adhered to the P-card Policy.
- Review transactions to ensure the proper use of City funds.

B. FINANCE DEPARTMENT

- Review monthly billing statement from the Bank and supporting documentation from departments ensuring timely payment of monthly indebtedness.
- Process general ledger interface for monthly P-Card purchases. Coordinate any system updates needed to interface with the City's financial system.
- Review or perform necessary accounting transactions to process all departmental charges and ensure the reconciliation account zeros out monthly.
- Conduct random audits of P-Card transactions to act as a check on departments carrying out their responsibility for audit and compliance with state law and City policies.

C. DEPARTMENT DIRECTORS AND ADMINISTRATIVE DESIGNEE (IF APPLICABLE)

Department Directors will make recommendations as to which employees will receive a P-Card.. Cardholder limits will include single transaction limits, monthly transaction limits and vendor category restrictions. These limits will be based on the Cardholder's purchasing requirements and will not exceed the limits established by the Purchasing Officer.

- (i) Timely approve all departmental transactions for processing by Finance.
- (ii) Recommend suspension or cancellation of a card to Purchasing Card Program Administrator.
- (iii) Enforce timely compliance of submission requirements.

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- (iv) Notify Purchasing Card Program Administrator to cancel card privileges, if employee is terminated or changes positions, collection of card from employees.
- (v) Verify that information on Requests for P-Cards is correct and that P-Cards are issued within the guidelines established by P-Card Program Administrator.
- (vi) Monitor purchases made by Cardholders.
- (vii) Review receipts.
- (viii) Review P-Card applications or changes to card controls prior to submission.
- (ix) Designate a system to maintain receipts and reconcile the monthly statement for each Cardholder reporting to them.

Department Directors shall notify the Finance Department, and obtain approval from the Purchasing Card Program Administrator, a minimum of two (2) business days prior to establishing an Administrative Designee(s). Failure to notify the Finance Department, and obtain approval from the Purchasing Card Program Administrator, will result in the suspension and/or termination of the Cardholders P-Card as indicated herein under Section 6 (L).

D. DESIGNATED CARDHOLDERS

- (i) Read and sign the P-Card Cardholder Agreement prior to being issued a P-Card.
- (ii) Keep the P-Card in their possession, **do not allow anyone else to use the P-Card issued in their name.**
- (iii) Assume responsibility for all purchases made with the P-Card, adhering to this Policy, ensuring that no unauthorized purchases are made. Unauthorized purchases could be considered a misappropriation of City funds. Validate that the merchandise is received.
- (iv) Always maintain the P-Card data in a secure location.

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- (v) Immediately report lost or stolen cards to the Bank toll-free number and Purchasing Card Program Administrator by phone and then notify the department P-card coordinator.
- (vi) Make every reasonable effort to resolve disputed purchases with the vendor.
- (vii) Immediately report all unresolved disputed purchases to the Department Director and Purchasing Card Program Administrator.

I verify that I have read, understand, and accept the roles and responsibilities for the Purchasing Officer, Finance Department, Department Directors and Administrative Designee, and Designated Cardholders' as defined in Section 5 "Roles and Responsibilities".

Employee Initial

6. PROCEDURES

A. PURCHASING LIMITS

The following positions are authorized to be assigned a P-Card by the Finance Director. Authorized positions and credit limits are as follows:

AUTHORIZED POSITION	CREDIT LIMIT
City Manager	\$ 10,000
Executive Assistant to the City Manager	\$ 5,000
Department Director, Deputy Director, Chief of Police, Captain	\$ 5,000
Employees designated by the Department Director, and approved by the Purchasing Card Program Administrator or Purchasing Officer	\$ 1,500

The Department Director shall evaluate the operational necessity for issuance of P-Card to employees based on the duties and responsibilities of employees, the operational requirement, and should limit the request for issuance of P-Card to supervisory, managerial, or administrative staff.

To determine the operational necessity, departments should take into consideration shift schedules, frequency of purchases, types of purchases, and

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anticipated monthly average P-Card transactions. Further, the Department Director should consider the accountability required from an employee and the hours necessary to perform additional procedures to properly report the P-Card transactions timely and accurately. The rationale for the operational necessity shall be documented on the Application for Procurement Card.

P-Cards can only be assigned to permanent City employees and not to contract or temporary employees.

B. PURCHASES ALLOWED WITH THE PURCHASING CARD

P-Cards may be used to purchase any item and/or service for immediate use not prohibited by law, this Policy, or other policies approved by City Council.

The total purchase with the P-Card will not exceed the limits established for that card.

All other city policies remain in effect and P-Cards should not be used to circumvent them.

(i) ***P-Cards may be used for the following purchases:***

- (a) Memberships in professional organizations or industry organizations;
- (b) Subscriptions to professional or trade journals and/or periodicals;
- (c) Registration fees for trainings, conferences, meetings, or other like business-related events;
- (d) Travel expenses except those covered by per diem; and
- (e) Online orders that must be paid via credit card, subject to the Purchasing Policy and Procedures Manual.

(ii) ***P-Card shall not be used for the following purchases¹:***

- (a) Items that require three (3) quotes per the Purchasing Policy and Procedures Manual;

¹ Purchases listed are for exemplary purposes only and are not an exclusive listing of all prohibited purchases. If Cardholders are uncertain as to the permissibility of a purchase, Cardholders are to confer

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- (b) Items available through a vendor with an existing Purchase Order;
- (c) Items that require signing of an agreement²;
- (d) Alcohol;
- (e) Entertainment;
- (f) Gambling;
- (g) Fines;
- (h) Purchases to avoid compliance with the Purchasing Policy and Procedures Manual or other City purchasing policies;
- (i) Purchase of food, beverages, flowers, gifts, etc. that are not required in the conduct of official business;
- (j) Personal Expenditures; and
- (k) Cash Advances.

Restrictions on allowable purchases may change at any time. It is recommended that you contact the Finance Department to ensure the proper expenditure of funds.

C. SECURITY

The P-Card is issued in an employee's name. The employee, Cardholder, is responsible for the security of the card and any transactions made against the P-Card. This P-Card should be treated with the same level of care as the Cardholder would use with their own personal charge cards.

- (i) The P-Card should be carried by the employee in which the name on the card is issued or kept in a secure location.
- (ii) Cardholders are to know where their card is at all times.

with the Finance Department prior to authorization.

² Agreement is defined as any document which requires a signature of acknowledgement.

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- (iii) **Cardholders are not to share their card with anyone.**
- (iv) Cardholders must secure their card number. Cardholders must not write their card number on outgoing email, faxed orders, or on any other unprotected/unsecured area or platform. Instruct the supplier to call for the credit card information and do not keep credit card numbers on file with suppliers.
- (v) Cardholders must verify that the connection and website are secure³ before making any Internet orders.
- (vi) Cardholders must guard their personal information. Cardholders must not provide any non-essential information online.

D. SUPPORTING DOCUMENTATION FOR CARD PURCHASES

- (i) All transactions must be supported by itemized receipts or credit slips.
- (ii) In instances where the receipt is lost, **Cardholder must obtain a copy at their own expense** from the Bank or vendor.
- (iii) For purchases made over the phone or on the Internet, a logging system with unique transaction identifiers should be maintained and a faxed copy or e-mail confirmation of the order retained as the receipt.

E. DECLINED TRANSACTIONS

If a Vendor receives a “Decline” response from the Bank after attempting to put through a P-Card transaction, Cardholders should contact the P-Card Program Administrator to determine the cause for decline.

The following information will be needed for resolution:

- Account number;
- Business where the decline occurred;

³ Secure websites are those which show that Hypertext Transfer Protocol Secure (HTTPS) is in place to encrypt communication and protect the privacy and integrity of the exchanged data.

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- Total transaction amount of the decline; and
- Date the decline occurred.

F. USING THE CARD

A need for an item and/or service is established when it is not readily available through a City contract⁴. In making a purchase, the Cardholder must abide by the following rules:

- (i) The Cardholder must ensure that the item or service purchased is not restricted under Section 6.B.
- (ii) The Cardholder must retain the purchase receipt.

G. PURCHASING RETURN

The Cardholder is responsible for obtaining a credit memo from the Vendor when merchandise purchased with the P-Card is later returned to the Vendor for any reason. The credit memo must be kept with the sales receipt.

H. RECONCILIATION OF MONTHLY BANK STATEMENTS

Each month the Cardholder will reconcile the transactions and assign the correct account to be charged to each transaction. **Failure to meet timely submission requirements from Cardholders will cause suspension or cancellation of P-Cards as authorized by this Policy.** Finance will reconcile all reports against the monthly payment made by Automated Clearing House.

- Cardholders and supervisors are required to assign account information and obtain supervisor approval **no later than 10 days** after the close of the statement date. Finance staff will notify Cardholders and supervisors of these deadlines and outstanding approval issues.
- If the P-Card reconciliation is not received in the Finance Office **by the 15th of each month**, (the Monday after if the 15th falls on a weekend), then the **use of the -P-Card (s) will be suspended.**

⁴ A Contract is defined as mean any legally binding instrument to do or not do a certain thing. The term "contract" includes but is not limited to, a purchase order, a contract for services, an addendum or change order, a letter agreement, or a memorandum of understanding.

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I. RECORDS MANAGEMENT, RECONCILIATION, AND PAYMENT PROCESSING

(i) *Submitting Statement*

The Cardholder's billing cycle ends on the 1st day of each month unless the 1st is on a weekend and then the cycle ends on the next Monday. Upon *completion of the cycle*⁵, the Cardholder is required to complete the following steps.

Statement Review Process

1. Monthly, each Cardholder will receive an on-line statement (s) identifying each transaction made against the P-Card during the billing cycle.
2. Purchasing Card Reconciliations including the following:
 - Expense Report from Works On-line - The statement must be reconciled against your retained receipts for accuracy.
 - Write in the following on the itemized receipt or invoice:
 - General ledger (GL) account number which comprises of Fund, Department, Division, and Object Code (XXX-XX-XXX-XXXX).
 - Brief description of the need for the purchase.
 - If a meal was purchased for an event, state who was in attendance.
 - Pre-Purchase Authorization Form (**Appendix A**) along with copies of the itemized receipts must be submitted to the Approving Official, Cardholder attests the charges are accurate, items received are appropriate and in conformance with City policies. The Cardholder and/or their Administrative Designee must maintain all original receipts in a secure location.

⁵ The Cycle ends on the 1st of each month.

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- All approved, itemized receipts shall be attached and uploaded to the expense report and approved by the Cardholder. Assign the GL account number to each transaction and signoff as Cardholder within ten (10) business days of purchase or by the 15th of each month.

(ii) ***Approving Official***

1. Review Cardholder itemized receipt or invoice for appropriateness, specific business purpose, available budget, and conformance to City policies.
2. Attest to the accuracy and appropriateness of the charges by signing the itemized receipt or invoice.
3. Provide to Cardholder the signed itemized receipt or invoice within four (4) business days upon submission by Cardholder.
4. Follow appropriate disciplinary measures for Cardholder violations of this Policy and/or other City policies.

J. LOST OR STOLEN PURCHASING CARDS

When it is determined that a P-Card has been lost or stolen, **IT IS IMPERATIVE TO FIRST CANCEL THE CARD WITH THE BANK BY CALLING THE BANK'S TOLL-FREE NUMBER.** In addition, the Cardholder must also notify the P-Card Program Administrator of the loss.

The City is liable for all charges until the P-Card is reported lost or stolen. **Thus, the Cardholder will be responsible for all charges made against the P-Card from the time it is lost or stolen until the time the Bank is notified, if the Cardholder fails to immediately notify the Bank and P-Card Program Administrator upon discovering the loss, or fails to discover the loss within a reasonable amount of time.**

K. REQUEST FOR ISSUANCE OF A P-CARD OR MAKING CHANGES TO EXISTING ACCOUNTS

To request a new P-Card, the Cardholder must read and sign a P-Card Cardholder Agreement. To make changes to an existing P-Card account, an email to Purchasing for this request will suffice. The email should also be sent to the Department director.

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An Application for Procurement Card (**Attachment 1**) signed by the Department Director and approved by the Finance Director must be provided to the Purchasing Card Program Administrator prior to establishing a P-Card.

All Cardholders are required to sign a Procurement Card User Agreement (**Attachment 2**).

L. RECERTIFICATION

All City employees authorized and issued a P-card will be required to recertify on an annual basis that they have access to, accept, and acknowledge the Purchasing Policy and Procedures Manual and P-Card Policy and Procedures Manual.

This recertification process will be distributed by the Finance Department prior to the beginning of each Fiscal Year, on or before June 1st. **Any employee failing to recertify their P-Card status by June 15th, will have their P-Card suspended or terminated.**

M. UNAUTHORIZED USE OF THE PURCHASING CARD

Any purchases that the P-Card Program Administrator and/or the Finance Department deems prohibited as defined in Section 6 (B) will be sent back to the Cardholder for further justification and/or explanation. If any prohibited charges appear the following may occur:

- The Finance Department will investigate all circumstances surrounding alleged misuse of the P-Card and in cases where there is evidence of a procedure or Policy violation; refer that information to the appropriate authority for investigations and/or disciplinary action.
- Employee will be required to repay the City for the unauthorized action.
- Termination of employment and forfeiture of the P-Card are potential disciplinary actions for improper use of the card.

In those cases where there is evidence of negligent use of the P-Card, but no fraudulent acts have been committed, the Cardholder will be required to surrender the P-Card with all further privileges revoked.

Any employee having knowledge of violations to this procedure or any other procedure or policies governing the use of the P-Card must immediately report such activity to the P-Card Program Administrator.

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The P-Card may be suspended or terminated if a Cardholder is suspected of fraud, theft, or illegal drug use. Should the suspicion prove founded, appropriate action shall be taken in accordance with all applicable Federal, State, Local, and City policies and procedures.

N. DISPUTED ITEMS

Disputes, if possible, should be resolved promptly between the Cardholder and the Vendor. Cardholders should raise disputes immediately. Failure to do so will result in an authorized purchase that the Cardholder's department is responsible for paying even though the charge is incorrect.

If the dispute cannot be resolved within 10 days, the Cardholder should notify the P-Card Program Administrator. A charge should not be disputed on the current statement if it was returned for credit after the billing cycle is closed. The credit should be reported on the next statement with a notation being made on the current statement that there is a disputed charge and expected credit.

O. TERMINATION CLAUSE

The P-Card is issued to an employee for the City's convenience and may be terminated at any time by the Purchasing Card Program Administrator and/or the Purchasing Officer. P-Card privileges may be cancelled for non-compliance with City policies and procedures. Transfer, resignation, or terminations of employment are grounds for cancellation of the P-Card.

It is important to cancel a card immediately upon an employee's separation from employment. The Bank or the Credit Card Recovery Program will not cover any charges incurred between the employee's termination date and the date the card is cancelled. The Cardholder's department will be responsible for payment of charges incurred by an employee no longer working in that department if a delay in canceling privileges resulted from the department's actions.

I verify that I have read, understand, and accept the procedures regarding Purchasing Limits, Purchases Allowed, Security Measures, Supporting Documentation, Declined Transactions, Using the Card, Purchasing Return, Monthly Bank Statements and Expense Reports, Records Management, Lost or Stolen P-Cards, Request for Issuance of a P-Card or Making Changes to Existing Accounts, Unauthorized Use, Disputed Items, and Termination Clause as defined in Section 6 "Procedures".

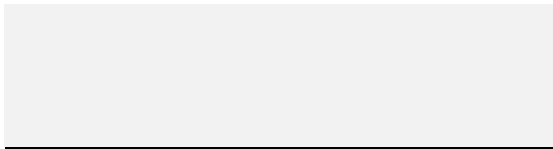
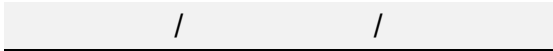
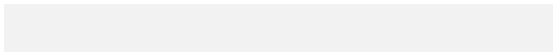
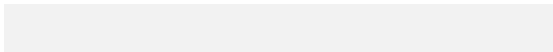
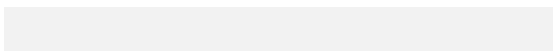
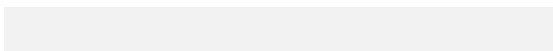
Employee Initial

PURCHASING CARD POLICY AND PROCEDURES MANUAL

Through the Purchasing Card Policy and Procedures Manual, the City of El Monte City Council authorizes the use of City provided P-cards. The purpose of the P-cards is to provide the City with an efficient and controllable method of making small dollar, high volume commodity and service purchases. This Policy is not intended to replace, but rather supplement existing City policies.

I understand and accept the responsibility to access and read the Purchasing Policy and Procedures Manual and Purchasing Card Policy and Procedures Manual, and to abide by the contents set forth therein. I further understand to direct any questions I may have regarding these policies to the Purchasing Card Program Administrator and/or Purchasing Officer.

I verify that I have read, understand, and accept the Purchasing Card Policy and Procedures Manual and Purchasing Policy and Procedures Manual.

ACCEPTED BY:	
	
EMPLOYEE SIGNATURE	DATE OF ACCEPTANCE
	
EMPLOYEE NAME	POSITION/TITLE
	
DEPARTMENT	DIVISION

PURCHASING CARD POLICY AND PROCEDURES
ATTACHMENT 1: APPLICATION FOR PROCUREMENT CARD



CITY OF EL MONTE

PROCUREMENT CARD APPLICATION

DEPARTMENT INFORMATION

DEPARTMENT

<input type="checkbox"/> City Attorney/Clerk/Manager	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Finance	<input type="checkbox"/> Human Resources/ Risk Management
<input type="checkbox"/> Information Technology	<input type="checkbox"/> Parks, Recreation, & Community Services	<input type="checkbox"/> Police	<input type="checkbox"/> Public Works

DIVISION

REQUESTOR INFORMATION

CONTACT NAME	POSITION/TITLE
PHONE NUMBER	EMAIL ADDRESS

OPERATIONAL NECESSITY* FOR ISSUANCE OF PROCUREMENT CARD

NOTICE TO APPLICANTS

*In accordance with the City's Procurement Card Policy and Procedures Manual, the Department Director shall evaluate the operational necessity for issuance of Procurement Cards to employees based on the duties and responsibilities of employees, the operational requirement, and shall limit the request for issuance of Procurement Cards to supervisory, managerial, or administrative staff.

To determine the operational necessity, departments should take into consideration shift schedules, frequency of purchases, types of purchases, and anticipated monthly average procurement card transactions. Further, the Department Director shall consider the accountability required from an employee and the hours necessary to perform additional procedures to properly report the procurement card transactions timely and accurately. The rationale for the operational necessity shall be documented on the Application for Procurement Card.

DEPARTMENT APPROVAL

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE
DIRECTOR NAME	DIRECTOR SIGNATURE	DATE

FOR FINANCE DEPARTMENT USE ONLY

P-Card Approved
 P-Card Denied
 Additional Information Required for Review of P-Card Application

REASON
(If Applicable)

FINANCE DIRECTOR NAME	FINANCE DIRECTOR SIGNATURE	DATE
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PURCHASING CARD POLICY AND PROCEDURES
ATTACHMENT 2: PROCUREMENT CARD USER AGREEMENT



CITY OF EL MONTE

PROCUREMENT CARD USER AGREEMENT

I hereby acknowledge the receipt of a City of El Monte Procurement Card with the attached Procurement Card Policy and Procedures governing its use. In accepting and/or using the card, I agree to be bound by this Procurement Card User Agreement which terms and conditions follow.

- The procurement card must be used in accordance with the provisions of the Procurement Card Policy and Procedures and in conjunction with the Purchasing Policy and Procedures.
- The City Procurement Card is to be used for official City business and shall not be used for personal purchases under any circumstances.
- The procurement card must only be used by the employee to whom it is assigned.
- Cardholder shall be responsible for the custody and protection of the procurement card against theft, misuse, and fraudulent activities.
- Provide appropriate documentation (itemized receipt or invoice, GL account number, sign-off) for all procurement card transactions charged to the card within 10 (ten) business days of purchase.
- It is mandatory for the cardholder to reimburse the City for any unauthorized purchases and purchases without receipt or invoice.
- Failure to submit itemized receipt or invoice for two (2) consecutive cycles will be a cause for cancellation of procurement card.
- Immediately notify the financial institution and the Program Administrator if the procurement card is lost or stolen.
- Return the procurement card immediately to the Program Administrator upon termination of employment with the City or upon demand by the Finance Director or Program Administrator due to cancellation.
- Failure to follow the Procurement Card Policy and Procedures may lead to suspension or cancellation of procurement card and employee disciplinary action.

I AGREE TO THE ABOVE TERMS AND CONDITIONS.

EMPLOYEE SIGNATURE

EMPLOYEE NAME

DEPARTMENT

 /

DATE OF ACCEPTANCE

POSITION/TITLE

DIVISION

PURCHASING CARD POLICY AND PROCEDURES
APPENDIX A: PRE-PURCHASE AUTHORIZATION FORM



CITY OF EL MONTE

P-CARD PRE-PURCHASE AUTHORIZATION FORM

DEPARTMENT INFORMATION

DEPARTMENT

<input type="checkbox"/> City Attorney/Clerk/Manager	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Finance	<input type="checkbox"/> Human Resources/ Risk Management
<input type="checkbox"/> Information Technology	<input type="checkbox"/> Parks, Recreation, & Community Services	<input type="checkbox"/> Police	<input type="checkbox"/> Public Works

DIVISION (If Applicable)

REQUESTOR INFORMATION

CONTACT NAME		POSITION/TITLE	
PHONE NUMBER		EMAIL ADDRESS	

P-CARD TRANSACTION TYPE

Check one transaction type only.

<input type="checkbox"/> MEMBERSHIP <input type="checkbox"/> Professional Organization <input type="checkbox"/> Industry Organization <input type="checkbox"/> Other (Provide details in the space below as needed)	<input type="checkbox"/> SUBSCRIPTION <input type="checkbox"/> Trade Journal <input type="checkbox"/> Periodical <input type="checkbox"/> Other (Provide details in the space below as needed)	<input type="checkbox"/> REGISTRATION <input type="checkbox"/> Training <input type="checkbox"/> Conference <input type="checkbox"/> Meeting <input type="checkbox"/> Other (Provide details in the space below as needed)
<input type="checkbox"/> TRAVEL EXPENSES (Except those covered by per diem)	<input type="checkbox"/> ONLINE ORDER (Subject to Purchasing Policy and Procedures)	<input type="checkbox"/> OTHER (Provide details in the space below as needed)

Provide additional details as necessary.

EXPENDITURE DETAILS

Identify if the expenditure is budgeted.

EXPENDITURE IS BUDGETED <input type="checkbox"/> Yes <input type="checkbox"/> No	IF EXPENDITURE IS NOT BUDGETED, EXPLAIN (ONLY MANAGER OR DIRECTOR CAN APPROVE PURCHASE)
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PURPOSE FOR EXPENDITURE
(DESCRIBE IN DETAIL)

PURCHASING CARD POLICY AND PROCEDURES

APPENDIX B: RECERTIFICATION FORM



CITY OF EL MONTE

PURCHASING CARD POLICY AND PROCEDURES RECERTIFICATION

Through the Purchasing Card Policy and Procedures Manual, the City of El Monte City Council authorizes the use of City provided P-cards. The purpose of the P-cards is to provide the City with an efficient and controllable method of making small dollar, high volume commodity and service purchases. This Policy is not intended to replace, but rather supplement existing City policies. In the event of any conflict or inconsistency between the aforementioned laws, regulations, and policies, the more stringent provisions and requirements shall apply.

I understand and accept the responsibility to access and read the Purchasing Policy and Procedures Manual and Purchasing Card Policy and Procedures Manual, and to abide by the contents set forth therein. I further understand to direct any questions I may have regarding these policies to the Purchasing Card Program Administrator and/or Purchasing Office.

I verify that I have read, understand, and accept the Purchasing Card Policy and Procedures Manual and Purchasing Policy and Procedures Manual.

POLICY FIRST ACCEPTED ON:	_____/_____/_____ _____ EMPLOYEE NAME	_____/_____/_____ _____ POSITION/TITLE
	_____ DEPARTMENT	_____ DIVISION

POLICY ACCEPTANCE RECERTIFIED ON:	_____/_____/_____ _____ EMPLOYEE SIGNATURE	_____/_____/_____ _____ DATE OF ACCEPTANCE
	_____ EMPLOYEE NAME	_____ POSITION/TITLE
	_____ DEPARTMENT	_____ DIVISION