

Title: Administrative Policy Procurement Cards	Policy No. Part 4, Financial Administration Chapter 6, Procurement and Contracting Section 2
	Effective Date March 15, 2022
Policy Custodian Strategy Innovation & Finance	Adoption/Revision Date March 15, 2022

Adopting Resolution(s): CC22-072

References (Statutes/Resos/Policies): CC07-201, CC09-452, CC12-198, CC16-478

Procedure: Procurement Cards Procedure

Purpose: The Jefferson County, Colorado Procurement Card (P Card) program provides an alternative to purchase transactions for goods and services such as purchase orders, petty cash and voucher requests.

Policy: Procurement Cards

A. Strategy Innovation & Finance Department Responsibility

1. Purchasing shall establish procedures to issue Procurement Cards (P Cards), set up accounts and monitor compliance.
2. The Purchasing Manager may designate a Program Administrator.
3. On a monthly basis, Purchasing in conjunction with the Internal Auditor shall:
 - a. Perform usage reviews to verify appropriate card usage.
 - b. Compare list of cardholders with list of employees separated from employment and cancel cards as necessary.
4. On a monthly basis, Accounting shall review transactions to identify purchases of Capital Equipment and Non-Capital Equipment that must be inventoried in accordance with the Property and Equipment Inventory Policy.

B. Department/Division Director or Elected/Appointed Official Responsibility

1. Each Department/Division Director or Elected/Appointed Official shall designate cardholders. A Procurement Card Request Form shall be completed for each cardholder.
2. Each Division, Department, or Office shall have a designated P Card Coordinator.
 - a. The P Card Coordinator shall be responsible for providing monthly account statements for cardholder and supervisor verification that purchases fall within the scope of P Card Policy and Procedure.
 - b. If any purchases do not conform, the P Card Coordinator will contact the cardholder and/or their supervisor to initiate corrective measures as necessary.
3. On a monthly basis, the Department/Division Director or Elected/Appointed Official, or designee, shall notify Purchasing of any cardholders who have separated from employment.

C. Employee Responsibility

1. Employees shall comply with P Card Policy and Procedures, including proper safekeeping, knowing permitted categories of use and inappropriate uses, and shall be accountable for non-compliance.
2. On a monthly basis, cardholders shall:
 - a. Review and verify the account statement
 - b. Submit receipt or verification for each transaction
3. Cardholders shall not permit others to use their card.
4. Accidental or deliberate misuse of the card shall be reported immediately to the cardholder's supervisor or manager and the P Card Program Administrator to determine acceptability and accountability.
5. If unsure whether a particular purchase is within the bounds of the P Card Policy and Procedure, the cardholder shall contact the P Card Program Administrator or the Purchasing Manager for clarification.
6. Failure to comply with P Card Policy and Procedure will result in loss of card privileges and further disciplinary action pursuant to existing Jefferson County Personnel Rules.

D. P Card Usage

1. Department/Division Directors or Elected/Appointed Officials retain the right to cancel P Card privileges at any time. Cards will be collected and cancelled should any cardholder fail to follow Policy and Procedures.
2. Permitted categories for using the P Card are outlined in the P Card Procedures.