

TOWN OF PRESCOTT VALLEY		
POLICIES AND PROCEDURES		
Subject:	File Under Section:	
PURCHASING CARD PROGRAM	FINANCE	
Effective Date:	Number:	Page:
February 26, 2015 Resolution No. 1906	4-11	1 of 2
Supersedes:	Approved By:	
	Larry Tarkowski, Town Manager	
	Date: _____/S	

1.0 POLICY

- 1.1. The Town of Prescott Valley intends to provide its staff and elected officials with a means to:
 - make business-related travel reservations and pay for travel expenses;
 - pay for business-related expenses;
 - make on-line purchases that require the use of a credit card.
- 1.2. In the event the Town of Prescott Valley Mayor declares a disaster, purchasing cards may be used for purchases other than those listed above.
- 1.3. Each card is tailored for each person and the specific job responsibilities and needs of that person.
- 1.4. Limitations on the cards are approved by each Department Director with final review and approval by the Management Services Director and Town Manager. Credit limits will be established as deemed appropriate for each department.
- 1.5. Purchasing cards issued to an employee are intended for the exclusive use of that individual and should not be loaned to other individuals.
- 1.6. A lost or stolen purchasing card must be reported immediately to the Finance Manager, who has been delegated as the Program Administrator, to ensure cancellation of the card.
- 1.7. The following items shall not be purchased or paid for:
 - Alcoholic Beverages
 - Tobacco Products
 - Independent Contractors
 - Gifts for Vendors or Customers
 - Per Diem Meals
 - Cash Advances, Money Orders, Traveler’s Checks, Cashier’s Checks
 - Donations
 - Leases
 - Utilities
 - Capital
 - Inventory Items
- 1.8. All cardholders are trained in the proper use of the card and their specific responsibilities for the card. As part of the training, all cardholders will receive a copy of the then-current Cardholder Manual and Purchasing Card Guidelines and Procedures.
- 1.9. The guidelines and manual are available for review on the Town intranet under the Finance Division Section.

- 1.10. Auditing and compliance for purchases made with purchasing cards will be done in accordance with the prescribed rules, guidelines, and procedures as prescribed by the Management Services Department.
- 1.11. Purchasing cards are to be used to conduct Town business only. Fraudulent or intentional misuse of the card will result in loss of privileges of the card(s) and/or possible criminal charges, and discipline up to and including discharge.
- 1.12. A cardholder's failure to follow this Policy and the adopted procedures may lead to revocation of card privileges and/or disciplinary or other formal action up to and including possible discharge.

2.0 PURPOSE

- 2.1 The Purchasing Card Program is intended to provide the Town of Prescott Valley elected officials and employees with greater flexibility in accomplishing their daily assignments and work efforts. It will simplify the procurement and payment process, reduce total acquisition costs, and maintain account best practices for audit, review, and reconciliation. Purchasing cards are approved for the purchase of all types of commodities, services, and travel expenses.

3.0 APPLICABILITY

- 3.1 This Policy applies to purchases made using a Town of Prescott Valley purchasing card.

4.0 RESPONSIBILITY

- 4.1 The Management Services Department shall be the responsible party for writing and communicating specific Purchasing Card Procedures to be followed in administering the Purchasing Card Program Policy.
- 4.2 Department Directors will review expenditures monthly.

5.0 FORMS

- 5.1 The fundamental principles identified above are explained in more detail in specific Purchasing Card rules, guidelines, procedures, rights, roles, and responsibilities that are contained in the following documents produced and amended periodically by the Management Services Department.
 - 5.1.1 Purchasing Card Procedure
 - 5.1.2 Purchasing Card Program Cardholder Manual
 - 5.1.3 Cardholder Acceptance Agreement
 - 5.1.4 Statement of Missing Documentation
 - 5.1.5 Abuse Notification Form