



PROCUREMENT CARD RULES AND PROCEDURES

The Board of Trustees authorized the use of procurement cards (ProCard) at their meeting in December 2003. This authority is granted under Ed Code Section 81656. This purchasing procedure is used to expedite the purchase and accounting of low-cost, frequently needed items. An application for a District procurement card (ProCard) must be approved by the authorizing manager. These revised rules and procedures governing the use of the ProCard at Foothill-De Anza Community College District take effect on **June 1, 2026**.

ELIGIBILITY

To be eligible for a procurement card (ProCard), every cardholder shall be a **full-time employee** of the Foothill-De Anza Community College District and shall agree to all terms and conditions established for the issuance of a District ProCard.

RESPONSIBILITIES OF A PROCARD HOLDER

1. **Approved Uses Only.** Use the ProCard for low-cost, frequently needed items (e.g., office supplies). It may not be used for equipment, which must go through District Purchasing via a Purchase Requisition.
2. **Monthly Reconciliation.** Cardholders are required to complete monthly reconciliation for all transactions in Bank of America WORKS by the end of each month. This includes submitting receipts, verifying and confirming FOAP codes, and obtaining supervisor approval for all transactions. Failure to comply with these reconciliation requirements on three separate occasions within a two-year period will result in cancellation of the cardholder's account.
3. **Unauthorized Charges.** Cardholders are personally liable for unauthorized charges and must reimburse the District by personal check. Unauthorized use will result in immediate card suspension and disciplinary action. Reinstatement requires approval from the Vice Chancellor of Business Services.
4. **Card Ownership.** The ProCard is the bank's property and may be revoked at any time in accordance with the bank's policies.
5. **Cardholder Accountability.** Cardholders are personally responsible for ensuring all charges are legitimate District expenses within budget and compliant with the Board of Trustees policies. The cardholder is liable to both the District and the bank for any non-District purchases.
6. **Prohibited Purchases.** The Cardholder shall not purchase any of the following items using the ProCard.
 - Alcoholic beverages or substances violating District policy or law
 - Ammunition, weapons, or explosives
 - Cash or cash advances
 - Consultants or speakers
 - Court costs, fines, bail, or bond payments
 - Facility renovations (carpeting, draperies, etc.)
 - Flowers, decorations, or personal items (candy, cards, art, radios, etc.)
 - Gambling or betting
 - Gifts, donations, or contributions
 - Personal-use items
 - Promotional giveaway items
 - Pharmaceutical products not used for classroom instruction
 - Political or religious organizations
 - Telephone services
 - Building rentals or leases
 - Securities or insurance
 - Tax payments
 - Entertainment or recreation tickets
 - Transit passes
 - Any other purchase prohibited by District policy
7. **Food and/or Beverages.** Cardholders are not permitted to use the ProCard for meals, food, or beverages of any kind (including water, coffee, condiments, etc.). Exceptions require prior approval.
8. **Personal Vehicle Gasoline.** Cardholders are not permitted to use the ProCard to fill the tanks of personal vehicles. Submit a Mileage or Trip Voucher for reimbursement instead.



9. **Services.** The ProCard may not be used for any services, including labor, rentals, royalties, or independent contractors. Some exceptions may be granted with prior approval.
10. **Delivery to the District address.** All ProCard purchases must always be shipped to a District or campus address.
11. **Technology Equipment.** Computers, laptops, tablets, monitors, printers, scanners, servers, network equipment, copiers, VR headsets, software, and peripherals must go through District Purchasing. Peripherals under \$200 (e.g., headphones, cables, webcams) are allowed. Contact procard@fhda.edu with any questions. Unauthorized purchases must be returned or reimbursed.

CARD SUSPENSION

A ProCard shall be suspended for any of the following:

1. Violating any ProCard rule or procedure
2. Personal or unauthorized purchases
3. Purchasing prohibited items (e.g., food, alcohol, gifts, gratuities, etc.)
4. Allowing another person to use the card
5. Splitting purchases to circumvent spending limits
6. Using another cardholder's card to circumvent limits
7. Accepting or purchasing personal gratuities or gifts
8. Failing to provide the requested purchase information to the Office of Business Services

SPENDING LIMITS

Each card carries assigned purchase limits and restrictions that must be followed.

LOST OR STOLEN CARDS AND FRAUDULENT ACTIVITY

Immediately report lost or stolen cards to the Office of Business Services via email to procard@fhda.edu.

If you suspect fraudulent activity on your card, immediately call the number listed on the back of your card to report the suspected activity and then notify the Office of Business Services via email at procard@fhda.edu.

PROCUREMENT CARD APPLICATION

INSTRUCTIONS

1. Use this form to apply for a District ProCard or to renew your existing ProCard.
2. Read and fully understand the Procurement Card Rules and Procedures.
3. Complete all fields. Incomplete applications will not be processed.
4. Acknowledge and sign the Procurement Card Program Agreement below.
5. Route for required signatures via Adobe Sign Workflow.
6. Submit fully approved application to the District Program Coordinator (procard@fhda.edu).

CARDHOLDER INFORMATION

Use only the legal name, as the cardholder's name will appear on the credit card exactly as it appears on this form.

Name		CWID No.	
Email		Work Phone No.	
Department			
Title/Position			
Supervisor Name/Title			
Location	Foothill College	De Anza College	Central Services
Banner IFOAP	<p>_____ Acct: 4900 _____</p> <p>Index (6-digits) Fund (6-digits) Organization (6-digits) Program (6-digits)</p> <p>Important Note: Procurement cards do not use Foundation FOAPs that start with 844, 845, or 846. Please contact the Foundation Office if you intend to charge your transactions to your Foundation FOAP.</p>		
Intended Use of PROCARD <i>(Provide brief description of the purpose for the request.)</i>			
Requested Credit Limit	\$2,500	\$5,000	\$10,000* Other*: _____
	<p>* A Credit Limit above \$5,000 will require further approval from the appropriate Vice President of Finance and Administrative Services and College President (for the college) or the area Vice Chancellor, and the Vice Chancellor of Business Services.</p>		

By signing below, the employee acknowledges that they have read the District's ProCard Rules and Procedures and agree to abide by its provisions.

Cardholder	
Date	

Supervisor	
Date	

VP Finance & Admin. Services	
Date:	

College President	
Date:	

Area Vice Chancellor	
Date	

VC, Business Services	
Date:	

Please return this form to District Business Services at procard@fhda.edu
 Questions? Contact **Trena O'Connor** at (650) 949-6202 or procard@fhda.edu