



## Business Services PROCUREMENT CARD RULES AND PROCEDURES REVISED: October 2023

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.

**Unauthorized charges or inappropriate use of the procurement card (ProCard)  
will result in immediate revocation of the card.**

***To be eligible for a procurement card (ProCard) the following must apply:***

- 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 Procurement Card (ProCard).

***Responsibilities as a ProCard holder:***

1. The cardholder shall be responsible for submitting all receipts to the authorizing manager at the end of each month, regardless of whether they are being audited by Business Services or not, as they may be required to provide their receipts for annual outside audit or public information act requests. The authorizing manager shall be responsible for maintaining and providing the audit backup for a period of five years.
2. The cardholder and authorizing manager shall be responsible for complying with all ProCard audits requested by Business Services. If the requested audit is not submitted to the Business Services - Accounts Payable Department by the requested due date, you will receive a reminder from Business Services and you may be in jeopardy of having your ProCard cancelled.

Statements may be found in **MyPortal → Employees Tab → Employee Web Services → ProCard Activity → View My Statements** and the Audit Status is identified by the red flag with corresponding due dates listed on the statement.

3. The cardholder shall be personally liable for unauthorized charges and required to reimburse the District for such charges with a personal check made payable to "Foothill-De Anza Community College District." The cardholder shall be personally responsible for the settlement of any dispute on any purchase with a vendor. Any unauthorized use of the ProCard shall result in immediate suspension of the card and appropriate disciplinary action shall be taken in accordance with appropriate contractual and statutory processes.

**A ProCard will only be reinstated after consideration of the request by the Executive Leadership Team.**

4. The procurement card is the property of the bank, and the bank may at any time revoke card privileges under the provisions of its policies and procedures.



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5. Under **no circumstances** can public funds be used for the purchase of alcohol. This is considered an unauthorized use of the ProCard and will result in the card being canceled.
6. The ProCard card **cannot** be used to purchase meals, food, or beverages. If it can be consumed, it is considered food (i.e., bottles of water, coffee condiments - creamer, sugar, etc.).
7. The ProCard **cannot** be used to purchase gas for a personal vehicle; instead, the cardholder should submit a Mileage Voucher or Trip Voucher for reimbursement.
8. The ProCard **cannot** be used to purchase services of any type including, labor services/rentals, royalties, and Independent Contractor services.

Exceptions may be granted to the following services with prior approval:

- District owned vehicle maintenance/cleaning.
  - District owned student-employee uniform maintenance/cleaning.
  - Services that can only be provided online (Survey Monkey.com, WebEx, Poll Everywhere, etc.).
  - Online marketing/advertising, (Facebook, Google, Twitter etc.).
  - Phone or cable fees (Verizon Wireless, AT&T, Comcast, Virgin America, etc.).
  - Printing where a product is received or delivered (4Imprint, Fast Signs, Greener Printer, First Place, etc.).
9. The ProCard is intended to be used for the purchase of low cost, frequently needed items, such as office supplies, and cannot be used to purchase equipment. The purchase of equipment shall be processed through District Purchasing with a Purchase Requisition.
  10. Items charged to your ProCard must be delivered to a District or campus address.
  11. Technology items, including but not limited to computers, laptops, tablets, monitors, printers, scanners, servers, network equipment, wireless multi-function copiers, VR headsets, software and peripherals **SHALL NOT** be purchased with the ProCard, but shall be processed through District Purchasing with a Purchase Requisition.

Exception: Peripherals costing less than \$150, such as headphones (not VR), cables, connectors and webcams are allowed to be purchased with a ProCard. If there is any doubt regarding the purchase, obtain advanced approval for the purchase of the peripheral item by contacting Business Services at [procard@fhda.edu](mailto:procard@fhda.edu). Unauthorized purchases will require the purchaser to either return the item(s) for a credit or reimburse the district for the cost of the item(s).



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12. A ProCard will be suspended for any of the following reasons:
  - The cardholder does not adhere to any of the Procurement Card rules and procedures.
  - The card is used for personal or unauthorized purchases.
  - The card is used to purchase food, alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to the District.
  - The cardholder allows the card to be used by another individual.
  - 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 or gifts.
  - The cardholder fails to provide the Vice Chancellor, Business Services with information about any specific purchase.
  
13. Each ProCard will be assigned specific purchase limits and restrictions. Cardholders shall adhere to these limits and restrictions.
  
14. The cardholder is personally responsible for guaranteeing that all charges are for appropriate District expenses, that purchases are within budget limits, and that the purchase does not violate any other law, regulation, or policy of the Board of Trustees. Neither the Bank nor the District assumes responsibility for non-District purchases. The cardholder shall be liable to the District and to the Bank for any non-District purchase.
  
15. The cardholder shall immediately notify Business Services if the ProCard is lost, stolen, or in possession of an unauthorized person. A written follow-up, including pertinent information on the cause of the Procurement Card loss or use by an unauthorized person, shall be forwarded to the Vice Chancellor of Business Services in a timely manner.
  
16. Payment for charges made against the ProCard shall be processed as follows:
  - When the statements are transmitted or otherwise received by the District, the charges against each card shall be charged to that card's designated budget account.
  - Statements are made available to the cardholder's supervisor via the MyPortal under ProCard Web Services - View My Employees' Statement.
  - Random and scheduled audits are performed each month, and an email alert notifies the cardholder that their ProCard statement is available. Retain a copy of your ProCard statement and receipts for your records, prior to submitting original documents to Business Services - Accounts Payable department at [procard@fhda.edu](mailto:procard@fhda.edu).
  
17. Upon request of the Vice Chancellor, Business Services, or their designee, a cardholder shall provide in a timely manner the following:
  - The monthly ProCard statement for the audited month (found on MyPortal), with both the cardholder and supervisor's signatures.
  - The original receipts, and/or the order confirmation must accompany each ProCard statement to support your monthly charges.



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I \_\_\_\_\_ (Print Name) have read the District's Procurement Card Rules and Procedures and agree to abide by them upon acceptance of a Procurement Card issued to me, and that revocation of card authorization will have no effect on obligations outstanding as of date of revocation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Last 4-Digits of ProCard: \_\_\_\_\_

**Recommended Practices for use of the Procurement Card**

Every cardholder shall take reasonable precautions with the Procurement Card. These include, but are not limited to, the following:

1. Keep the card in view after you give it to a clerk and get it back promptly after they have imprinted it or it has been swiped.
2. Avoid signing a blank receipt. Draw a line through blank spaces above the total when you sign.
3. When a mistake has been made, destroy all copies and voided receipts. If the clerk must keep a voided receipt for the store's accounting system, be sure to get a copy.
4. Save all ProCard receipts. Upon receiving your monthly accounting report, check your receipts and payments against the statement.
5. Immediately call the bank using the number on the back of the card and notify Business Services to report any questionable charges on your statement.
6. Never lend your card to anyone.
7. Never leave your card, receipts, or copies where anyone can pick them up.
8. Never put a card number on a postcard or on the outside of an envelope.
9. Never give your card number over the phone unless you are dealing with a company you are sure is legitimate.
10. Remember, if you wouldn't use your personal card for a vendor, then you probably shouldn't use the ProCard for it either.