

# REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

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Policy Type : Fiscal Management  
Policy Title : Purchasing Card Policy  
Policy Number : 500.8  
Date Adopted : September 11, 2008  
Date Amended : January 10, 2013  
May 12, 2016

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## **Purpose of the Policy**

The purpose of this policy is to establish the Regional Water Authority's (RWA) requirements for procuring materials and trade services on credit through the use of purchasing cards.

## **Definitions**

**Purchasing Card** means the merchant purchase authorization card issued and administered by the State Department of General Services under the CAL-Card program. No other type of purchasing card will be authorized for RWA purchases.

**Cardholder** means the following RWA employees: the Executive Director, the Finance and Administrative Services Manager, the Manager of Technical Services, the Principal, Senior, and Associate Project Managers and the Executive Assistant.

## **Authorized Purposes**

RWA Purchasing Cards are provided solely for the purpose of obtaining authorized Authority goods and services. No other uses of RWA Purchasing Cards are permitted. The RWA's Executive Director (or his or her designee) will have oversight of the Purchasing Card program for the RWA.

A Purchasing Card may not be used for personal transactions. Any employee who uses or authorizes the use of the RWA Purchasing Card for unauthorized purposes will be required to immediately reimburse the RWA for the purchase and will be subject to disciplinary action up to and including termination. If the employee cannot repay the unauthorized amount immediately and the RWA is required to use the "VISA Waiver of Liability," the employee will still be required to pay the RWA in full for the purchase.

## **Authorized Users and Purchasing Limits**

The following RWA employees are authorized Purchasing Card holders, and may make purchases within the dollar limits specified:

<u>Authorized User</u>	<u>Purchasing Limits</u>
Executive Director	\$10,000 per transaction; \$10,000 per month
Finance and Administrative Services Manager	\$5,000 per transaction; \$5,000 per month
Manager of Technical Services	\$5,000 per transaction; \$5,000 per month
Principal and Senior Project Managers	\$5,000 per transaction; \$5,000 per month
Associate Project Manager	\$2,500 per transaction; \$2,500 per month
Executive Assistant	\$1,500 per transaction; \$2,500 per month

Purchasing Card holders are required to: (1) follow all current Authority purchasing procedures and policies when placing orders; (2) document the receipt of goods or services; (3) receive monthly statements from U.S. Bank, review invoices on the statement, attach receipts, shipping orders and other required documentation; and (4) sign the statement of account before forwarding them to the Executive Director each month. If any charges are in dispute, card holder must comply with any RWA or CAL-Card procedures to facilitate processing the dispute.

If a Purchasing Card is lost or stolen, the Purchasing Card holder must report the lost or stolen card to the Executive Director immediately.

Transaction and monthly amounts may be exceeded only with prior written approval of a specific purchase by the Executive Director, but may not exceed the Executive Director limits.

**Areas of Responsibilities**

The Executive Director has overall responsibility for the Purchasing Card program within the RWA, will ensure that this policy is followed at all times and will provide for training to all Purchasing Card holders as necessary. The Executive Director has the authority to issue cards at his or her discretion.

**Reporting**

A detailed listing of all transactions made by the Executive Director will be provided to the RWA Chair to review, consider and approve each month. The Executive Director will review, consider and approve all staff transactions monthly.

**Policy Review**

This policy will be reviewed by the Executive Committee at least every two years.