

REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

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Policy Title : Purchasing Card Policy
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Purchasing Card Policy

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 Manager of Strategic Affairs, staff within the Principal, Senior, and Associate Project Manager series 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
Manager of Strategic Affairs	\$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 itemized receipts with documentation of the business purpose (meals should include a list of those in attendance), shipping orders and other required documentation; and (4) review 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.

Prohibited Purchases

Purchase of alcoholic beverages are prohibited with the exception of those instances where the beverages are included in the registration fee for a conference, training session or similar event.

Purchase of any good or service that is solely for an individual's personal use and the purchase is not in furtherance of a legitimate RWA objective is prohibited.

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 for monthly statements above \$500 balance. 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.