

PURCHASING CARD POLICY

I. Purpose

This policy describes general guidelines regarding College Purchasing Cards, which enable authorized individuals to make official purchases quickly, directly, and with as little paperwork as possible, of small dollar goods and services that do not easily lend themselves to centralized purchasing.

II. Policy

1. Purchasing Card Eligibility

Participation in the College Purchasing Card Program will be limited to the following:

- a. The President;
- b. Vice President of Finance; and
- c. Director of Purchasing.

2. Use of the Purchasing Card

The College Purchasing Card may be used for authorized and budgeted official Mercer County Community College purchases only. No other purchases are authorized. Thus, the College Purchasing Card may not, under any circumstances, be used for personal expenditures, cash advances, or any other purchase not directly related to the operation of the College.

The College Purchasing Card may be used for travel expenses upon approval. Thus, the purchase of air and other mass transit tickets including but not limited to shuttles, car rental expenses, fuel, lodging, limos and taxis are permitted.

All individuals assigned a Purchasing Card are responsible for following all applicable procedures and guidelines governing proper use and security. The College will only accept liability for Purchasing Card charges that are consistent with applicable college procedures and guidelines.

3. Purchasing Card Violations

Individuals who violate the College Purchasing Card procedures and guidelines will be held liable for the cost of unauthorized or unreconciled purchases, may have their cardholder privileges suspended or permanently revoked, and shall face additional disciplinary action up to and including termination of employment.

4. Spending Limits and Restrictions

All Purchasing Card purchases must be in compliance with New Jersey State requirements for both obtaining multiple vendor quotes and advertising for bids as established by N.J.S.A. 18A:64A-25.3. To see the College Purchasing Guidelines related to this statute click http://mlink.mccc.edu/admin_purchasing_policies.shtml.

It is expected that cardholders will exercise good stewardship of the College's resources and make no excessive or unnecessary purchases.

A. Spending Limits Per Transaction and Per Month – Each card will have individually established limits on how much can be spent per transaction and how much can be spent per month.

The splitting of purchase orders for the purpose of circumventing transaction limits or competitive bid requirements is specifically not allowed under N.J.S.A. 18A:64A-25.7.

B. Purchases from the Same Vendor – Regardless of individually established spending limits, the Purchasing Card may not be used to buy accumulated goods or services from the same non-contract vendor which exceed the dollar limits as established by N.J.S.A. 18A:64A-25.3. All Purchasing Card holders are responsible for ensuring that accumulated purchases by different card holders from the same vendor do not exceed these limits.

C. Purchasing Card Security – The Purchasing Card may only be used by the person to whom the card has been assigned.

D. Card Reconciliation and Documentation – Authorized cardholders must keep records and reconcile their card purchases within 5 business days of receipt of the monthly statement. Furthermore, the Finance Department will examine the monthly statements to ensure that there is no inappropriate use of the Purchasing Card.

E. Sales Tax on Purchases – As a non-profit institution, Mercer County Community College is exempt from New Jersey sales tax on all goods and services except prepared foods. It is the cardholder's responsibility to claim this exemption whenever using the Purchasing Card. The College will not accept liability for tax payments for which the College is eligible for an exemption that the cardholder fails to claim.

5. Annual Report to the Board

An annual report will be prepared and provided to the College Board of Trustees no later than 30 days after the end of a fiscal year. The report will detail the number of individuals with Purchasing Cards, the departments that they represent, and their total yearly purchases.

Approved: Board of Trustees
April 20, 2006

Revised: September 17, 2015