

3
4 PURCHASING

5
6 GENERAL PURCHASING

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8 **A. Authority to Purchase**

9
10 The authority to contract for goods and/or services is vested in the Board of Trustees.
11 Authority to purchase supplies, materials, apparatus, equipment and services is annually
12 delegated by Board action to designated District officers. The purchase of goods and
13 services shall be made through the Purchasing Department following authorized
14 procedures in accordance with established policies and laws. Any purchase made by an
15 employee without proper authorization will be considered an obligation and liability of the
16 employee and not the San Bernardino Community College District.

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18 **B. Conflict of Interest**

19
20 The District shall not purchase goods or services from any vendor or source in which a
21 requisitioner or an authorized purchasing agent or a member of the Board has any
22 proprietary interest. Any proposed exception must be reviewed by the Vice Chancellor
23 Fiscal Services and approved by the Board. Employees and Board members are
24 prohibited from accepting gratuities, in any form, the value of which could compromise their
25 objectivity in selecting vendors or awarding purchase contracts.

26
27 **C. General Purchasing Information**

28
29 1. Except for small purchases from petty cash, all purchases or commitments to buy
30 are made through the use of a purchase order. Purchase orders will be issued by
31 the Purchasing Department only upon receipt of a properly authorized purchase
32 requisition.

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34 2. Specifications

35
36 Departments may submit their own specifications for supplies and/or equipment;
37 however, the Purchasing Department has the authority to question need, quantity,
38 quality, and materials requested and to make recommendations where the general
39 health and welfare or economy is in question. The Purchasing Department will
40 provide assistance in the development of specifications as requested.

41
42 3. Selection of Vendor

43
44 The Purchasing Department will accept recommendations from the requesting
45 department for potential vendors. Final vendor designation will be made by the
46 Purchasing Department.

47
48 4. Price Quotations

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50 Any purchase of supplies or equipment with a unit cost in excess of \$6,000 or
51 contract for services in excess of \$6,000 requires price quotations from at least
52 three different vendors. Any requests for exception must be submitted in writing to
53 the Vice Chancellor, Fiscal Services for consideration. The Purchasing Office may
54 require price quotations for items regardless of the cost if it determines that such
55 quotes would be in the best interest of the District.
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5. Bid Requirements

Any purchase over \$15,000 for work to be done (services), or \$72,400 for equipment or supplies must go through the formal bid process. The Board of Governors of the California Community Colleges shall annually adjust the dollar amount required for bid to reflect the percentage change in the annual average of the Implicit Price Deflator for State and Local Government Purchase of Goods and Services for the United States, as published by the United States Department of Commerce for the 12-month period ending in the prior fiscal year (Public Contract Code 20651). The annual adjustments shall be rounded to the nearest one hundred dollars (\$100). The Purchasing Department may require formal bids for items regardless of the cost if it determines that such bids would be in the best interest of the District. All vendors involved in a bid process shall be notified that Board action is required before materials are delivered or a project can begin.

6. Date of Delivery

Materials and services must be charged against and paid from appropriations within the fiscal year in which the material or service is actually received.

D. Purchase Requisitions

A purchase requisition is prepared by an individual or department to request the Purchasing Department to buy specific items. The requested information on the requisition provides guidance to the Purchasing Department as to the requester's preferences regarding vendor, specifications, etc. The Purchasing Department will review each purchase requisition to determine if the request meets established procedures, standards, and laws and will test the object, location, and program codes to determine the availability of funds.

E. Purchase Order

After a purchase requisition has been reviewed and approved, a purchase order is prepared which authorizes the vendor to deliver the supplies/equipment or provide the service requested. No vendor has authority to provide materials or services until a purchase order has been processed.

F. Emergencies

In the event of an emergency, authority to purchase may be obtained from the Purchasing Department and a purchase order can be issued by telephone. Such approval must be obtained from the Purchasing Department in advance of the purchase.

BID REQUIREMENTS AND PROCEDURES

A. Price Quotations

Any purchase of supplies or equipment with a unit cost in excess of \$6,000 or contract for services in excess of \$6,000 requires price quotations from at least three different vendors. Any requests for exception must be submitted in writing to the Vice Chancellor, Fiscal Services for consideration. The Purchasing Department may require price quotations for items regardless of cost if it determines that such quotes would be in the best interest of the District.

- 113 **B. Bid Requirements**
114
115 Any purchase over \$15,000 for work to be done (services) or \$72,400 for equipment or
116 supplies must go through the formal bid process. The Business Manager may require
117 formal bids for items regardless of the cost if it determines that such bids would be in the
118 best interest of the District.
119
- 120 **C. Approval**
121
122 All purchases requiring bid procedures require an "award of bid" by the Board. All vendors
123 involved in a bid process shall be notified that Board action is required before materials are
124 delivered or a project can begin.
125
- 126 **D. Purchase and Contract Specifications**
127
128 Bid documents or requests for price quotations must contain specifications and/or
129 drawings, if appropriate, which standardize the purchase and provide a basis for selection
130 of a vendor. The Purchasing Department can advise on the level of specificity required
131 based on the nature of the purchase. In general, specifications should be generic in nature
132 and not specify a particular brand, manufacturer or vendor. It may be necessary to involve
133 a consultant in the development and/or review of specifications. Some specifications may
134 require legal review. Development of specifications may require several weeks or months.
135
- 136 **E. Energy Efficiency Specifications**
137
138 Vendors must provide equipment and appliances that earn the ENERGY STAR and meet
139 ENERGY STAR specifications for energy efficiency where ratings exist. Complete product
140 specifications and updated lists of qualifying products may be found at
141 www.energystar.gov.
142
- 143 **F. Bid Documents**
144
145 Bid documents are prepared by the Business Manager in consultation with the individual
146 initiating the request. Bid documents contain a variety of standard provisions required by
147 law and are supplemented by specifications and special requirements. Bid documents are
148 made available to vendors through the Purchasing Department.
149
- 150 **G. Advertisement for Bids**
151
152 Advertisements for bids are prepared by the Business Manager to meet the legal bidding
153 requirements. Ads are placed in newspapers and through other sources that are designed
154 to reach the appropriate vendors. Ads must appear twice, once a week for two consecutive
155 weeks. Vendors are usually allowed three to four weeks to prepare their bids.
156
- 157 **H. Bid Opening**
158
159 A time and place of bid opening is stated in the bid document and the bid advertisement.
160 Bids are accepted in the Purchasing Department up to the exact time of the bid opening.
161 Bids received before the opening are kept unopened until the designated time. A public bid
162 opening is held during which all bids are opened and read aloud. Bids are a matter of
163 public record and the results are available in the Purchasing Department after the bid
164 opening. Bids are considered to be "responsive" if they meet the specifications as
165 published. The services of an outside consultant may be required to evaluate
166 responsiveness. Reference checks may be applied to any and all bids that are responsive
167 and competitive. A summary of the prices quoted is prepared for the Board.
168

169 **I. Bid Bonds/Guarantees**
170
171 Bid bonds or other bid guarantees may be required of all bidders and are kept on file until
172 the Board awards a contract. Bonds/guarantees are returned to all bidders after the award
173 of bid.

174
175 **J. Award of Bid**
176
177 A summary of the bids is prepared for the Board. Results of reference checks are
178 evaluated and a recommendation is made to the Board for award of bid. The award does
179 not automatically go to the lowest bidder and only the Board can award a bid. As a general
180 rule the bid is awarded to the lowest bidder unless reference information or other mitigating
181 circum-stances suggest an alternate choice. Contracts are not signed until after the bid
182 award and no bidder should move to deliver supplies or equipment or start of project until
183 after the Board takes action. The Board has the right to reject all bids or waive any
184 irregularities. If that occurs, bidders will be notified in writing.

185
186 **K. Amendments**
187
188 1. Any changes to the bid document prior to the award of bid must be provided to all
189 prospective bidders in writing prior to the bid opening. If the change will require
190 substantial time for bidders to reconfigure their quotes, the bid opening may have
191 to be extended.
192
193 2. Any change to specifications or terms and conditions of the bid after the opening
194 will require a change notice approved by the Board.

195 **PROCUREMENT CARD**

196 **SECTION I – GENERAL**

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225

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234

235 A. Cardholder Responsibilities

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238 D. Accounts Payable Department

239 E. Card Provider

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241 SECTION I – GENERAL

242

243 **A. Purpose**

244

245 The purpose of the District's Procurement Card Program is to establish a more efficient,
246 cost-effective method of purchasing and paying for small dollar transactions, and to establish
247 policies and guidelines related to appropriate use of the Procurement Card.

248

249 **B. Policy**

250

251 1. A Procurement Card Application form must be completed and approved (Appendix B).

252 2. All cardholders must sign and accept the terms and conditions as outlined on the

253 Procurement Card Program Cardholder Agreement (Appendix A).

254 3. All purchase transactions processed against the Procurement Card must be made by the
255 individual to whom the card is issued.

256 4. The Procurement Card can only be used for non-restricted (acceptable) commodities.

257 5. Documentation pertaining to all purchase transactions must be obtained and maintained on
258 file.

259 6. Split purchases to bypass the authorized limit(s) or to circumvent Purchasing Policies and
260 Procedures are prohibited.

261 7. Fraudulent use of the Procurement Card will result in corrective action in accordance with
262 the terms and conditions of the Procurement Card as outlined on the Cardholder
263 Agreement.

264

265 **C. Overview**

266

267 The Procurement Card Program streamlines the purchasing process, including the
268 requisitioning, procurement, receiving, and payment processes for low-dollar value
269 purchases from any vendor or supplier that accepts a VISA credit card.

270

271 This program enables the cardholder to purchase approved commodities directly from
272 vendors/suppliers.

273

274 The Procurement Card can be used for purchases of all non-restricted (acceptable)
275 commodities. All purchases of commodities, where approved "Prime Vendor" contracts are
276 in place, should be made from those contracted vendors/suppliers. Each Procurement Card
277 issued will contain the name of SAN BERNARDINO COMMUNITY COLLEGE DISTRICT as

278 the corporate buyer of products and services. THE PROCUREMENT CARD IS NOT TO BE
279 USED FOR PERSONAL TRANSACTIONS.

280

281 Each card is assigned credit and transaction limits when the Procurement Card Application
282 is completed and approved.

283 **D. Program Benefits**

284

- 285 1. Significant decrease of paperwork for requisitioning, purchasing and receiving activities.
- 286 2. Significant decrease in the volume of invoices and checks processed by Accounts Payable.
- 287 3. Enables automated reporting tools.
- 288 4. Empowers cardholders to make purchases directly from suppliers.

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290 **E. Program Administrator**

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292 The Business Manager is the Program Administrator for the Procurement Card program.

293

294 **F. Procurement Card Rejection**

295

296 When presenting the Procurement Card to vendors for payment for goods and the card is
297 rejected, the Cardholder must complete and submit a Procurement Card Rejection Form to
298 the Procurement Card Administrator to determine the reason(s) for rejection (Appendix E).
299 Procurement card rejection is normally due to:

300

- 301 • Incorrect vendor/supplier Merchant Category Code (MCC)
- 302 • An attempt to purchase restricted or unauthorized items
- 303 • An attempt to exceed card dollar limits.

304

305 **SECTION II - PROGRAM OVERVIEW**

306

307 The Procurement Card Program simplifies the purchasing/disbursement process by facilitating point-
308 of-sale procurement. Purchasing responsibility is delegated to the ordering department enabling an
309 authorized cardholder to place an order directly with a vendor/supplier.

310

311 When a purchase authorization is requested by a vendor/supplier at the point-of-sale, VISA validates
312 the transaction against pre-set limits established by the District in conjunction with department
313 administrators. All transactions are approved or declined instantaneously based on the following
314 Procurement Card authorization criteria:

315

- 316 1. Number of transactions allowed per day.
- 317 2. Number of transactions allowed per month.
- 318 3. Single purchase limit not to exceed \$500.00.
- 319 4. Spending limit per month.
- 320 5. Approved commodity codes.

321

322 The Business Manager is responsible for setting these limits. The authorization process occurs
323 through an electronic system that supports the Procurement Card Program under the agreement
324 with US Bank.

325

326 **A. How to Obtain a Procurement Card**

327

- 328 1. Complete a Procurement Card Application form (Appendix B).
- 329 2. Submit the Request for Procurement Card for approvals of officials listed on the form.
- 330 3. Submit the approved Request for Procurement Card to the Program Administrator for
- 331 processing.
- 332 4. Attend a Pre-Card Issue Training Session.
- 333 5. Application for Procurement Card is completed and transmitted to Card Provider by Program
- 334 Administrator.
- 335 6. Card Provider issues Procurement Card.

336
337 **B. Opening of Accounts**

- 339 1. The Chancellor, Presidents, Vice Chancellors, and Vice Presidents are responsible for
- 340 designating employees to receive the Procurement Card and must use the Procurement
- 341 Card Application form (Appendix B). All applications are subject to review and final approval
- 342 by the Business Manager. The approved application is submitted to Purchasing for
- 343 processing. Legitimate charges made on the Procurement Card are a District liability, not a
- 344 personal liability to the individual. Employees should ensure that Procurement Cards are
- 345 adequately safeguarded from loss or misuse.
- 346 2. There will be no credit reference check on the personal credit of the employee as a condition
- 347 for receiving the District Procurement Card, nor will the use of the Procurement Card have
- 348 any effect on the employee's personal credit rating.
- 349 3. Employees who have exhibited a history of not following Board Policy or/and Administrative
- 350 Regulations concerning Purchasing will not be approved to use the Procurement Card. An
- 351 example of such a history would include having three or more Audit Exception Memos on file
- 352 for the preceding 12 months.
- 353 4. Each employee approved to receive the Procurement Card must attend a user training
- 354 session. Training will be provided by the Purchasing Department. After completion of the
- 355 training, the cardholder will be required to complete and sign the Cardholder Agreement
- 356 (Appendix A).
- 357 5. US Bank will issue a Procurement Card to the employee when a Procurement Card
- 358 Application is submitted by the Program Administrator (Appendix B). Procurement Cards will
- 359 only be issued to permanent, full-time employees who are not on probationary status.

360
361 **C. Ordering Process**

362
363 The Procurement Card Program provides another option to existing purchasing procedures
364 regarding transactions for goods, commodities, supplies or repair parts valued at less than
365 \$500.00 (including all delivery, shipping, etc.) NO SINGLE PURCHASE IS TO EXCEED
366 \$500.00.

367
368 Purchases for restricted commodities and for purchases of \$500.00 or more should continue
369 to be processed in accordance with the established procurement/disbursement policies and
370 procedures.

371
372 Please be sure to follow these procedures when using the Procurement Card:

- 373
374 1. Identify if the purchase is appropriate for a Procurement Card transaction. Check
- 375 the list of restricted commodities.
- 376 2. Determine if your transaction total is \$500.00 or less. If not, the transaction must be
- 377 processed in accordance with established purchasing disbursement policies and
- 378 procedures.

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3. Contact the vendor/supplier and obtain the goods. Goods may be purchased either in person, by telephone, or internet. Purchases must be in conformance with District purchasing guidelines (i.e. reasonable, necessary, and for District business).
 4. When receiving a shipment, it is the responsibility of the cardholder to properly inspect the shipment for damage and to verify the shipment is complete. In case of returns, the cardholder is responsible for coordinating the return directly with the vendor/supplier and for contacting the Program Administrator with any unresolved issues.
 5. All packing slips must be retained as part of the purchase transaction documentation.

391 **D. Proof Purchase Documentation**

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1. The Procurement Card program facilitates point-of-sale purchases, giving authorized cardholders the ability to purchase specific goods directly from a vendor/supplier. The Procurement Card will eliminate the time and effort spent on processing multiple requisitions and other internal forms, filing purchase requisition copies, distributing, filing and the reconciling invoices.
 2. With this authority comes the responsibility for maintaining adequate documentation at the source of the transaction. It is the responsibility of each department to retain supporting documentation in accordance with the District's Records Retention Policy and Administrative Regulation 3310.
 3. Documentation, including the monthly Procurement Card transaction statement, MUST be maintained at its source.

405 **E. Closing of Accounts**

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1. Accounts will be audited as a part of the closeout procedures for employees leaving the District. Procurement Cards are to be turned-in to the Program Administrator by employees upon separation of service from the District for any reason.
 2. Supervisors of employees changing departments must contact the Program Administrator to close their accounts. If appropriate to the new position, the process for opening a new account will be followed. The District's Program Administrator will close account numbers upon request of the Chancellor, Presidents, Vice Chancellor's, and Vice Presidents.
 3. Accounts may be closed without prior notification if funds are not available in the Cardholder's account or cancelled at any time for reasons considered not in the best interest of the District. Reasons include but are not limited to failure to adhere to Board Policies and/or Administrative Regulations.

420 **F. Authorized/Prohibited Purchases and Practices**

421
422 Procurement cards are District property issued in the employee's name. Use is restricted
423 exclusively for qualified business-related purchases. Applicable purchase categories are
424 summarized as:

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433
1. Authorized Purchases:
 - One time purchases up to \$500.00
 - Periodic supply purchases up to \$500.00 per transaction
 - Equipment costing under \$500.00 (includes tax and shipping)
 - Travel Expenses (Air Fare, Ground Transportation, Lodging, Conference Fees)
 - Refreshments for official business meetings

- 434 2. Prohibited Purchases:
 435
 436 Any purchase over \$500.00
 437 Equipment costing over \$500.00
 438 Furniture
 439 AV equipment
 440 Services
 441 Computers
 442 Software
 443 Software licenses
 444 Consultants, Instructors, Speakers
 445 Maintenance Agreements
 446 Service Agreements
 447 Personal Items or items for personal use
 448 Personnel/labor
 449 Rental Agreements (Facilities, Equipment, ect.)
 450 Lease/Purchase Agreements
 451 Facility Improvements
 452 Postage, Federal Express, UPS
 453 Event decorations
 454 Employee meals
 455
 456 3. Prohibited Practices:
 457
 458 Cash Refunds
 459 Cash Advances
 460 Split Orders/Purchases
 461 Transferring cards between individuals
 462 Wire transfers – Money orders
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464 **SECTION III - RESOLUTION PROCESS**
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466 **A. General**
 467

468 The cardholder is responsible for taking appropriate and timely action by initiating the proper
 469 documentation and notifying the proper official whenever a discrepancy is noted on the
 470 monthly billing statement.
 471

472 **B. Order and Receipt of Goods**
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474 The cardholder is responsible for ensuring receipt of materials and will follow-up with the
 475 vendor to resolve any delivery problems, discrepancies or damages to goods.
 476

477 For telephone or catalog orders, make sure complete shipping address and instructions are
 478 given along with your name (i.e., name, department name, complete street address, room
 479 number, city, state and zip code). If materials are ordered by phone, ask the vendor to
 480 include a sales receipt in the package. Save the credit card receipt and shipping
 481 documentation.
 482

483 **C. Resolving Errors**
 484

485 The cardholder is responsible for following up with the vendor or bank on any erroneous
 486 charges, disputed items, or returns as soon as detected. Disputed billing can result from
 487 failure to receive goods/services, fraud, misuse, altered charges, defective merchandise,

488 incorrect amounts, duplicated charges, unprocessed credits, etc. The cardholder will first
489 contact the vendor to resolve all outstanding issues.

490
491 **D. Resolving Disputes**

492
493 If the cardholder is unable to reach agreement with the vendor, contact US Bank Customer
494 Service Center at 1-888-344-5696.

495
496 The bank will ask the cardholder to complete a Cardholder Statement of Questioned Item
497 form and fax or mail the completed form to the bank (Appendix D). Please note on the form
498 the reference number given to you by the customer service representative. A copy of the
499 form should be sent to Purchasing. The bank must be notified of any disputed item within
500 thirty (45) days of the cycle in which the item was purchased.

501
502 If the cardholder is still unable to reach an acceptable solution, contact Purchasing at 384-
503 4308.

504
505 **E. Credits and Returns**

506
507 The Cardholder is responsible for ensuring that all credits resulting from the return of
508 merchandise to the vendor are applied to the cardholders account. Should the related credit
509 appear in the subsequent billing cycle or appear on a subsequent billing statement the
510 cardholder must identify the future credit on the SBCCD Monthly Procurement Card
511 Purchase Log (Appendix C).

512
513 **F. Card Cancellation**

514
515 To cancel a Procurement Card, immediately call or notify in writing, the Program
516 Administrator. The administrator will notify the bank and deactivate the card. The card
517 should be cut in half and immediately forwarded to the Program Administrator.

518
519 **G. Lost or Stolen Card**

520
521 If your Procurement Card is lost or stolen, IMMEDIATELY NOTIFY US BANK AT 1-888-344-
522 5696 AND THE PROGRAM ADMINISTRATOR AT (909) 382-4031.

523
524 **SECTION IV - ACCOUNTING PROCESS**

525
526 **A. Purchase Requisition/Purchase Order – General**

527
528 Prior to final approval by Program Administrator of applicants Procurement Card Application,
529 applicant must initiate an Open Purchase Requisition to identify and encumber sufficient
530 funds to pay for obligations created by use of card. At any given moment the unexpended
531 amount on the Open Purchase Order must not be less than the monthly expenditure limit
532 established by the Program Administrator. Should the unexpended balance remaining on
533 the Open Purchase Order fall below the monthly expenditure limit established the Program
534 Administrator will reduce the monthly expenditure limit accordingly.

535
536 **B. Purchase Requisition/Purchase Order – Travel**

537
538 Authorized cardholders can use their assigned Procurement Cards to pay for registration,
539 airfare, lodging, parking, and other business-related incidental expenses with the exception
540 of meals. Meals are prohibited purchases. Such expense should only be made after

541 receiving Board approval, if applicable. Prior to using the Procurement Card, cardholders
542 must create a Purchase Requisition for the total estimated expense of the activity.

543
544 **C. Recordkeeping and Documentation**
545

546 To facilitate reconciliation, substantiation, and allocation of charges, the cardholder is
547 required to provide detailed information about his/her credit card purchases. The original
548 transaction documentation (credit card slip, packing slip, itemized invoice, etc.) will generally
549 provide important information such as a detailed listing of what was purchased, when the
550 transaction occurred, who the vendor is, where they are located, the purchase amount, and
551 the purchaser identification.

552
553 Regardless of the method used to document credit card transactions, the documentation
554 must provide the details of the transaction and describe the goods purchased.

555
556 The cardholders must prepare and maintain the SBCCD Monthly Procurement Card
557 Purchase Log (Appendix C) to expedite reconciliation and distribution of charges. This
558 summary, along with supporting documentation, is to be presented to the cardholder's
559 Responsibility Center Manager and Purchasing Department for review and approval.

560
561 **D. Reconciliation and Approval Process**
562

563 The following process and timeline has been established to facilitate the payment process
564 within the timeline required by US Bank.

- 565
- 566 1. Cardholders will receive a statement of charges either via U.S. mail or downloaded
567 from the US Bank website for their respective card. Cardholders must timely
568 reconcile the transaction documentation with the statement of charges using the
569 SBCCD Monthly Procurement Card Purchase Log. All the preceding documents
570 are herein after collectively referred to as the "reconciliation packet".
 - 571 2. Cardholders must forward the reconciliation packet to their Responsibility Center
572 Manager for approval no more than 5 working days after the close of the billing
573 cycle.
 - 574 3. After review and approval, the Responsibility Center Manager must forward the
575 reconciliation packet to the Purchasing Department no more than 5 working days
576 after receipt from the cardholder.
 - 577 4. Upon receipt, the Purchasing Department must review and approve the
578 reconciliation packet and forward to the Business Manager no more than 3 working
579 days after receipt.
 - 580 5. The Business Manager or designee must review and approve the reconciliation
581 packet and forward to Accounts Payable for processing within 48 hours of receipt.
- 582

583 **SECTION V – RESPONSIBILITIES**
584

585 **A. Cardholder Responsibilities**
586

587 This Administrative Regulation coupled with the Cardholder Guide places adequate controls
588 into effect, and if followed should provide significant benefits to both cardholder and District.
589 The following is a list of the cardholder's specific responsibilities:
590

- 591 1. Ensure that the Procurement Card is used in accordance with this Administrative
- 592 Regulation.
- 593 2. Purchase only items that are work-related or for the use and benefit of the District.
- 594 3. Order supplies only as needed and only from vendors with whom the District does
- 595 not already have negotiated contracts with.
- 596 4. Sign the card in the signature panel.
- 597 5. Maintain card security to prevent unauthorized charges against the account.
- 598 6. Obtain receipts at the point of purchases and verify them for accuracy.
- 599 7. Reconcile receipts and other purchase documentation to the statement of charges
- 600 timely.
- 601 8. Provide the vendor with all pertinent information when placing an order (if placing an
- 602 order by telephone, cardholder must instruct the vendor to ship goods directly to the
- 603 cardholder's department). DO NOT HAVE THE ORDER SENT TO CENTRAL
- 604 RECEIVING.
- 605 9. Maintain the documentation for all transactions in accordance with this
- 606 Administrative Regulation and the District's record retention policy.
- 607 10. Report loss of card IMMEDIATELY to: (1) U.S. Bank Customer Service and (2) the
- 608 Program Administrator (Business Manager).
- 609 11. Notify U.S Bank Customer Service of any billing discrepancies posted on your
- 610 statement of charges that cannot be resolved with the merchant. If needed,
- 611 complete and submit the Cardholder Statement of Questioned Item.
- 612 12. Do not allow any member of your staff, family or supervisor to use this card. You,
- 613 alone, are authorized to use this card.
- 614 13. Ensure that NO SPLIT PURCHASES are made.
- 615 14. Accept NO BACKORDERS.
- 616 15. Maintaining the SBCCD Monthly Procurement Card Purchase Log.
- 617 16. Submit the "Reconciliation Packet" to the Responsibility Center Manager for
- 618 approval within stated timelines.
- 619 17. Ensure sufficient funds have been encumbered on Purchase Order to meet the
- 620 obligations from card use.

621
622 Use of the Procurement Card that is NOT in accordance with the guidelines established for
623 this Program may result in: (1) lost of card privileges, (2) personal liability, (3) suspension,
624 (4) written reprimand, or (5) termination, in the case of fraudulent use.

625
626 **B. Responsibility Center Managers**

627
628 Responsibility Center Managers are responsible for:

- 629 1. Reviewing all charges.
- 630 2. Ensuring all purchases are appropriate.
- 631 3. Ensuring no prohibited items have been purchased.
- 632 4. Ensuring all proper documentation is attached to the reconciliation packet.
- 633 5. Ensuring cardholders do not purchase commodities that should have been
- 634 competitively bid in accordance with District Purchasing Policies and Procedures.
- 635 6. Ensuring that NO SPLIT PURCHASES are made.
- 636
- 637

638 **C. Program Administrator**

639
640 The Program Administrator is responsible for:

641

- 642 1. Administering the Procurement Card Program.
- 643 2. Processing approved requests for Procurement Cards.
- 644 3. Conducting Pre-Card Issue Training Sessions.
- 645 4. Providing assistance to cardholders.
- 646 5. Providing information to appropriate District officials.
- 647 6. Reviewing reports for program compliance.
- 648 7. Following up with Card Provider when necessary.
- 649

650 **D. Accounts Payable Department**

651
652 The Accounts Payable Department is responsible for:

- 653
- 654 1. Paying monthly statement billing upon receipt from Business Manager.
- 655 2. Following up with Card Provider on matters of payment.
- 656

657 **E. Card Provider**

658
659 Card Provider is responsible for:

- 660
- 661 1. Paying suppliers/vendors.
- 662 2. Monitoring and controlling credit verification.
- 663 3. Providing monthly statement and analyses to the Program Administrator.
- 664 4. Providing duplicate copies of sales drafts of a disputed charge when requested.
- 665
- 666

Appendix A

San Bernardino Community College District
Cardholder Agreement

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The procurement card represents our company’s trust in you. You are empowered as a responsible agent to safeguard company assets. Your signature below is verification that you have read the employee handbook, Board Policy, and Administrative Regulation and agree to comply with the following responsibilities. It also acknowledges that you have received the Cal-Card card # _____.

1. I understand the card is for District-approved purchases only and I agree not to charge personal purchases.
2. Improper use of this card can be considered misappropriation of company funds. This may result in disciplinary action up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify U.S. Bank by telephone. I will confirm the telephone call by mail or facsimile with a copy of the notification to the Program Administrator.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
6. All charges will be billed directly to and paid directly by the District. The bank cannot accept any monies from me directly; therefore any personal charges billed to the company could be considered misappropriation of company funds.
7. As the card is District property, I understand that I may be periodically required to comply with internal control procedures designed to protect District assets. This may include being asked to produce the card to validate its existence and account number. I may also be asked to produce receipts and statements to audit its use.
8. I will receive a Monthly Reconciliation Statement (MRS), which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier or the bank.
9. The charges made against my card are automatically assigned to the cost center assigned to the card as specified by management. This code cannot be changed without management involvement. When changed, the new accounting code will not affect any charges made prior to the change but will affect future charges.
10. I understand the Cal-Card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the business and/or to provide for business travel. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

Employee Signature

Approving Responsibility Center Manager Signature (RCM)

Employee Printed Name

Date

Approving RCM Printed Name

Date

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Appendix B

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Purchasing & Business Services

PROCUREMENT CARD APPLICATION

Name: _____ Date: _____
Last First Middle

Campus/Department: _____

Business Telephone: _____

Email Address: _____

Please check one:

Administrator: _____

Faculty: _____

Staff: _____

Signature of Applicant Date

Approve Disapprove

Signature of Responsibility Center Manager Date

Approve Disapprove

Vice President Date

Approve Disapprove

President Date

Approve Disapprove

Program Administrator Date

Appendix D

CARDHOLDER STATEMENT OF QUESTIONED ITEM

CARDHOLDER NAME (please print or type)

ACCOUNT NUMBER

CARDHOLDER SIGNATURE

DATE

(AREA CODE) TELEPHONE NUMBER

The transaction in question as shown on statement of Account:

Transaction Date	Reference Number	Merchant	Amount	Statement Date
_____	_____	_____	_____	_____

Please read carefully each of the following situations and check the one most appropriate in your particular dispute. If you have any questions, please contact us at 888-994-6722. We will be more than happy to advise you in this matter.

1. UNAUTHORIZED MAIL OR PHONE ORDER OR PHONE ORDER

[] I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.

2. DUPLICATE PROCESSING-THE DATE OF THE FIRST TRANSACTION WAS _____.

[] The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.

3. MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF \$ _____.

[] My account has been charged for the above listed transaction, but I have not received the merchandise or service. I have contacted the merchant but the matter was not resolved. (Please provide a separate statement detailing the merchant contract, and the expected date to receive merchandise.)

4. MERCHANDISE RETURNED IN THE AMOUNT OF \$ _____.

[] My account has been charged for the above listed transaction, but the merchandise has since been returned. *enclosed is a copy of my postal or express mail receipt*

5. CREDIT NOT RECEIVED

[] I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed. (Please provide a copy of this voucher with this correspondence.)

6. ALTERATION OF AMOUNT

[] The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount of which I signed. The difference of amount is \$ _____.

7. INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE

[] I do not recognize this charge. Please supply a copy of the sales draft for my review. I understand that when a valid copy is sent to me, a Cardholder Statement of Questioned Item Form must be provided and will include the copy of the sales draft if a further dispute exists. If a copy of the sales draft cannot be obtained, a credit will appear on my account.

8. COPY REQUEST

[] I recognize this charge, but need a copy of the sales draft for my records.

9. SERVICES NOT RECEIVED

[] I have been billed for this transaction; however, the merchant was unable to provide the services. [] Paid for by another means. My card number was used to secure this purchase, however final payment was made by check, cash, another credit card or purchase order. (Enclosed is my receipt, canceled check (front and back), copy of credit card statement, or applicable documentation demonstrating that payment was made by other means).

10. NOT AS DESCRIBED

[] (Cardholder must specify what goods, services or other things of value were received). The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must have attempted to return the merchandise and state so in their complaint). _____

11. If none of the above reasons apply, please describe the situation: _____

(Note: Provide a complete description of the problem, attempted resolution and outstanding issues. Use a separate sheet of paper, if necessary, and sign your description statement).

Send To:

U.S. Bank Government Services, P.O. Box 6344, Fargo, ND 58125-6344

Fax: 866-299-9625 or 701-461-3463

24 Approved: 1/13/11