



**LARAMIE COUNTY
COMMUNITY COLLEGE**
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**LCCC PROCUREMENT CARD (P-CARD)
PROCEDURES MANUAL**

ADMINISTRATION & FINANCE

PERSONNEL

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I. ABOUT THE LCCC PROCUREMENT CARD (P-CARD)

- A.** The LCCC procurement card (P-Card) is a VISA credit card that is to be used ONLY for college business. Purchases made with this card must be in accordance with federal laws and regulations, state statutes, and College policies and procedures as well as the procedures outlined in this manual. The LCCC P-Card Program is a function of the Purchasing Office and helps to facilitate a more expedient procedure for purchasing goods for departments. The LCCC P-Card is intended to be used as an additional method for the purchase of goods, not as a replacement for purchase orders or limited purchase orders.
- B.** The LCCC P-Card allows the authorized cardholder to make purchases for their department by directly interacting with vendors outside the college. LCCC has an agreement with UMB Bank of Kansas City Missouri to manage the dispersal of payments to vendors. UMB is referred to as “the Bank” in this manual.
- C.** An LCCC P-Card is issued to full-time college employees (individual faculty, staff, or administrator); exceptions may be granted for part-time employees with approval of the P-Card Administrator, Comptroller and appropriate member of President’s Cabinet. An individual must request a P-Card through his or her department which has to be approved by their immediate supervisor, Dean/Director and the appropriate member of President’s Cabinet. In the event it is appropriate for that individual to have a card, a completed P-Card Cardholder Agreement form will be submitted to the LCCC P-Card Program Administrator. By signing the agreement, the administrator is pre-authorizing the cardholder to make purchases on behalf of their department and the college. After the individual completes the mandatory training program, and signs the Cardholder Agreement, the LCCC Program Administrator (or designee) will issue the card to the individual cardholder.
- D.** The LCCC P-Card is the sole and exclusive property of the College and are issued in the name of authorized individuals. Although the procurement card is issued in the name of an individual:
 - 1.** The LCCC P-Card has no effect on the individual's personal credit rating.
 - 2.** Personal purchases of any kind are not allowed on the LCCC P-Card.
- E.** The LCCC P-Card is valid for two (2) years and will automatically be renewed by the bank. New cards will be sent directly to the Program Administrator, not to individual cardholders. Under no circumstances will cards be sent through campus mail service.

II. ETHICS/CONFLICTS OF INTEREST

- A.** As an LCCC employee, you are subject to the laws and policies which impact all public employees. You are not to show favoritism to particular vendors or providers of services. You are also not allowed to share one vendor's quotes with another. Good judgement is always the expectation and requirement.
- B.** The acceptance of gifts and gratuities of value from outside interests such as vendors is illegal. When in doubt about the acceptance of gifts that may be considered customary, remember, the best guideline is *DO NOT ACCEPT ANYTHING OF VALUE FROM A VENDOR*.
- C.** Conflict of Interest - A conflict of interest occurs when an employee either (1) has an existing or potential financial or other interest which impairs, or might appear to impair, the employee’s independent judgment in the discharge of responsibilities to the College or (2) may receive a material, financial or other benefit from knowledge or information confidential to the College.

III. PROCUREMENT AUTHORITY

- A. By delegation of the Vice-President of Administration & Finance (Policy 4.2), the Director of Contracting & Procurement is responsible for all procurement functions.
- B. LCCC P-Cardholders have procurement authority to purchase goods, based on approved P-Card request form, for goods less than \$5,000.00, on behalf of LCCC and the Director of Contracting and Procurement

IV. PROCUREMENT PRINCIPLES

- A. LCCC is tax-exempt and qualifies exemption from tax in the State of Wyoming. Certificate of Exemption can be found on the Accounting Services virtual office. The LCCC tax-exempt number is 83-6009473.
- B. Public funds shall be expended for an authorized public purpose; therefore, the expenditure shall benefit the public interest and purpose rather than private individuals or private purposes.

V. PURCHASE LIMITATIONS

- A. Limits are placed on purchase amounts to avoid misuse and to protect the cardholder. Thus, the cardholder must track and total his/her own purchases in order to avoid exceeding the limits. The UMB In-Command Transaction Log is used to track purchases. There are two limits on your LCCC P-Card that may be temporarily or permanently increased:
 - 1. Single Transaction Limit – standard is \$5,000.00
 - 2. Cycle (Monthly) Limit – standard is \$15,000.00
- B. College-wide limitations on card use include:
 - 1. Maximum value per each transaction: \$5,000.00 including shipping, handling, and special charges.
 - 2. At the beginning of the new statement period, all monthly dollar limits automatically reset.
 - 3. A purchase CANNOT be split into multiple transactions to circumvent the single purchase limit.
 - 4. Cardholders may not use multiple cards to circumvent the transaction limit. If you find your purchase will exceed the limit placed on your card, a payment request, or requisition/purchase order should be used for that purchase.
 - 5. The single transaction limit and the monthly cycle limit can be adjusted either temporarily or permanently.
- C. To request an adjustment to either the single transaction limit or the monthly cycle limit send an email to Program Administrator, your Cardholder Approver and your VP complete with the following information:
 - 1. The reason for the increase, including what you are purchasing and the Vendor name,
 - 2. What limit(s) need to be raised,
 - 3. Amount of increase, and
 - 4. The date range the increase needs to be applied.

VI. PROCUREMENT UTILIZING FEDERAL FUNDING

- A.** Generally, procurement using Federal funds must comply with LCCC's policies and procedures. However, specific Federal awards and/or contracts may impose stricter requirements that must be followed. Employees must contact Sponsored Awards and Compliance (SAAC) before using any federal funds. SAAC provides guidelines and procedures for the solicitation, acquisition, disposal, and management of all externally funded projects. Contact Comptroller at 778-1231 or SAAC at 778-1245
- B.** P-Card may be utilized for making purchases on an externally funded project. However, the use of the card for purchases charged to a contract or agreement requires an additional level of oversight. The cardholder's purchasing authority is regulated by any and all funder restrictions. Careful judgement must be exercised with every purchase for externally funded projects. As the budget manager for the award, the cardholder must clearly understand what constitutes an allowable charge to the particular program. If the cardholder has questions, contact the Director of Institutional Grants and Special Projects. Some guidelines are below:
 - 1. Use of the P-Card is permitted provided that the item purchased is an allowable charge under the funding contract or agreement;
 - 2. If the item charged is deemed unallowable, the charges will be transferred to the department's current fund account.
 - 3. Purchases must be made in accordance with the restrictions, terms and conditions of the funding contract or agreement;
 - 4. When placing an order against a externally funded project, the "obligated date" must be within the terms of the contract or agreement;
 - 5. A direct benefit must be shown for all P-Card purchases made against an externally funded project.

VII. PROHIBITED P-CARD PURCHASES

- A.** Use of the LCCC P-Card is restricted to purchases within the United States of America (USA). For transactions outside of the USA, contact the P-Card Program Administrator to discuss options.
 - 1. In the event that a P-Card transaction is blocked or declined, and you believe to be valid, contact the Program Administrator to review the transaction and possibly open the P-Card to allow the transaction.
- B.** Policies concerning the acceptable and unacceptable uses of the LCCC P-Card have been established to protect the college, cardholders, and vendors. In addition, the cardholder must be aware of budgetary limits within the accounts they are authorized to use, as well as internal limitations on the use of the card that may be set by the cardholder's department. In the case of a questionable expenditure, the person or department should seek written approval from the Director of Contracting & Procurement, rather than risk a purchase that may not pass the test.
- C.** All transactions must have a business purpose either written on the receipt or electronically noted in the comment line of the LCCC P-Card system. How this information is recorded will be at the discretion of the cardholder's approver. Any exceptions will need to be approved by the LCCC P-Card Program Administrator. At a minimum, purchases for items that may be questionable or are not clearly defined via the guidelines shall have written approval by an individual at a higher level of authority

D. Prohibited LCCC P-Card purchases – List may not be all inclusive, if unsure if purchase is prohibited, contact Program Administrator:

1. Personal purchases – contact Accounting immediately if the LCCC P-Card was used for a personal purchase;
2. Cash advances;
3. Illegal or dangerous goods or services, to include, but not limited to:
 - Alcohol, tobacco, illegal drugs, weapons, ammunition, hazardous or radioactive materials
 - Chemicals, radioactive or hazardous materials - contact Risk Management immediately to discuss if your department has a need for anything dangerous.
4. Books for students – LCCC Bookstore must purchase all books for students.
5. Meals and incidental expenses for employee travel – employees receive reimbursement through a travel voucher after travel is completed;
6. Political contributions;
7. Furniture, fixtures & equipment (FF&E) require an approved Acquisition Review Worksheet (ARW) – and *purchase is facilitated through C&P*.
 - Furniture purchases are standardized and facilitated through C&P, using the State of WY Contracts or cooperatives available to LCCC.
 - Equipment and/or fixtures that require review, as noted in Procedure 4.2.1, must be facilitated through C&P.
 - Appliances: Refrigerator, microwave, stove, etc. – facilitated by Plant Operations.
 - Disposal/Surplus: Employees to request Plant to remove FF&E. If Plant deems FF&E usable on Campus, C&P will relocate; if Plant deems FF&E un-usable, C&P will dispose of properly. Employees are not to dispose of FF&E without prior approval of Plant Operations - create a "Building Maintenance Request through myLCCC.
8. IT hardware, software, peripherals, audio-visual equipment, printers, tablets, cell phones, office phones, accessories, etc. – facilitated ONLY through ITS Department via Technology Request.
9. Breakroom or office items, such as coffee pots, Keurig's, small refrigerators, toasters, and decorative artwork, plants, lamps, etc. Space heaters (not allowed on campus, unless special approval is granted by Plant Operations);
10. Break room supplies, which include but are not limited to food, snacks, beverages, coffee/tea makers, utensils, paper products, condiments, kitchen items, disposable culinary, etc.
11. Awards & gifts, unless approved by the Vice President of Administration & Finance, with a legitimate business purpose:
 - Gift cards – unless for SFAC groups or special events that are pre-approved by Comptroller prior to purchase.

- Flowers;
- Gifts;
- Cards and stationary – Birthday cards, condolences cards, personalized notepads or calendars, etc.
- Party Items – plates, decorations, cards, etc.
- LCCC Print Shop has thank-you cards and other greeting cards available.

12. Services – facilitated through C&P, which may require a contract, request here [Contract Request Form](#). Services include, but not limited to:

- Guest speakers/visiting artists,
- Catering,
- Temporary staffing,
- Construction, repair, installation and renovation,
- Maintenance agreements,
- Facility or space rental requires a contract through C&P,
- Relocation expenses - for new employees to relocate to Cheyenne – must be approved by the President and facilitated with Executive Director of Human Resources.
- Offsite services may be allowed, but contact C&P before initiating

13. Vehicles:

- Fuel for LCCC vehicles – use voyager card in LCCC vehicle
- Purchase/lease – facilitated through C&P and Plant.
- Service and/or repair for LCCC vehicles – facilitated through Plant Operations, in the event that an LCCC vehicle requires service while on travel, contact Plant Operations (x1233) to let them know of issue and cost of repair.

14. Fines, late fees and/or penalties.

E. Purchases allowed, with additional requirements for P-Cardholders, are as follows:

1. Hand Tools – as defined in Supplemental Guidance to Procedure 4.2.1, are allowed to be purchased with a P-Card. If unsure, please contact procurement@lccc.wy.edu to ask before purchasing
2. Logos are trademarked and all merchandise proofs must be reviewed and approved by Marketing & Communications/Public Relations. Visit: <http://lccc.wy.edu/about/publicRelations/logos.aspx>
3. Meals or Food Purchases –
 - Catering services - If the vendor will *serve* or *set up*, a contract is required beforehand and is facilitated through C&P [Contract Request Form](#).
 - Meals for students and/or employees – must provide an agenda and list of all people that attended meeting or event
 - LCCC President is allowed to use LCCC P-Card for meals, entertainment, gas, flowers, gifts, etc.
4. Travel, requirements are as follows, and with a pre-approved Travel Request:
 - P-Card may be used for flights, registration, rental car, rental car fuel, hotel (no room service), taxi, parking, and reasonable tips for services. Employees

may request reimbursement, via an approved Travel Expense Form, with itemized receipts.

- P-Card may be used by Athletic Coaches for travel expenses while with students or recruiting.
- P-Card may be used to purchase fuel for rental cars.
- P-Card may be used for entertainment/recreation – only for Clubs, SFAC and Athletics.
- P-Card may NOT be used for meals & incidentals. Traveling employees must pay for their own meals and incidental expenses; employees will get reimbursed by Accounting upon submittal of approved Travel Expense documents

5. Supplies:

- Office supplies are allowed to be purchased with a P-Card.
 - a. LCCC has accounts with Amazon Business and Source Office available – contact procurement@lccc.wy.edu
- Paper is supplied by Marketing & Communications thru a Paper Request on their virtual office
- Copier machine supplies are automatically replenished through Canon or Xerox. If your copier is out of supplies, please call Mail Room x1232 to see if there are supplies there OR call the phone number on the front of the copier.
- Printer supplies are generally replenished directly from ITS Printer Management Provider, contact ITS if your printer is in need of supplies.
- Lab supplies (unless MSDS is required, contact Risk Management before purchasing).
- Classroom supplies are allowed for coursework, such as musical instruments, stage props, personal protective equipment, etc.

VIII. P-CARD SECURITY

- A.** LCCC P-Card shall ONLY be used by the cardholder whose name appears on the card. No other person is authorized to use the respective P-Card; have access to this or another LCCC P-Card; and cannot borrow a P-Card regardless of the circumstances.
- B.** Each cardholder is solely responsible for safe and secure handling of their card and should always when not in use keep the P-Card in a secure location not accessible to others.
- C.** The cardholder may make purchases on behalf of others in their department or division but CANNOT loan P-Card to anyone. In addition, the cardholder is responsible for the validity of the use of their P-Card when completing transaction on behalf of others. Prior to completing a procurement transaction for others, said transactions must first have prior approval via written instrument by the appropriate department/division head.
- D.** Cardholders are strongly encouraged to check their UMB accounts at least weekly to ensure that the Transaction Log is accurate and to address in a timely manner potential identity theft or erroneous transaction concerns. Cardholders and Approvers through their respective login-in address and password can access their account 24/7.

IX. MAKING A PURCHASE WITH AN LCCC P-CARD

- A.** The steps to make a purchase with the LCCC P-Card differ from those taken when making a purchase with a personal credit card. You must obtain documentation (an itemized receipt) for every purchase you make on your LCCC P-Card. The steps in making a purchase with the LCCC P-Card are:
- B.** Check as many sources of supply as is reasonable to assure best price, delivery, and compliance with policy and procedures. The C&P Office is available to assist with pricing of products. Once they have identified a source and price, you are free to make the purchase using your LCCC P-Card. Be sure to let the buyers know your intention to use the LCCC P-Card to make the purchase.
- C.** Ask for an educational or governmental discount.
- D.** Ask vendor if there are additional fees to use a P-Card, if fees are high
- E.** Inform the vendor that the LCCC is tax-exempt. The vendor may request a tax-exempt certificate from the Accounting Virtual Office; however not every vendor is obligated to acknowledge the College's tax exempt status.
- F.** Provide the card or card number (for phone or internet orders).
- G.** Inform the vendor that you will need an itemized receipt – details of every item/good purchased.
 - 1.** The total price paid must be part of the documentation, as well as an itemized account of what was purchased.
 - 2.** If making a purchase from a website, the e-mail confirmation that you receive may be your itemized receipt, so be sure to print it.
- H.** The Mail Room does not open orders made on LCCC P-Cards. It is extremely important that the materials or goods are sent to the cardholder ordering the merchandise. Please use the following example for shipping goods to campus.
 - Department Name (required)
 - Individual Name (required) – LCCC P-Card (include "LCCC P-Card" on name line)
 - 1400 East College Drive (required)
 - Cheyenne, WY 82007 (required)

X. DOCUMENTATION AND RECEIPTS

- A.** Receipts – detailed and itemized original receipts are required to be submitted with P-Card paperwork. Itemized receipts provide detailed permanent records for accounting and auditing purposes. Many vendors may initially provide a credit card receipt with only the total purchase amount reflected. Remember to ask for an itemized receipt to document each item purchased.
 - 1.** If you lose a receipt or cannot obtain a receipt, please contact Accounting to request a substitute receipt form. A Substitute Receipt Form should be the exception and not the rule. Cardholders are required to fill-out the form in its entirety and sign and turn into Accounting.

- B. Budget approval – if purchasing on behalf of another employee or using a budget that has not been approved for you to use, you must have employee sign/approve each invoice or charge.

XI. RECEIVING AND RETURNING PURCHASES

- A. When you receive a package, check to see if it belongs to you or someone else in your department. If the package is a result of your order, open the package right away and check to be sure it contains what you ordered and that it is not damaged. Don't destroy or throw away the original packaging until a decision has been made to keep the contents. If the item belongs to you and there is no damage, keep the receipt for reconciliation. Document the date received on the receipt. If the item does not belong to your department, contact Shipping and Receiving so they may pick up the package and deliver it to the appropriate department.
- B. When returning purchases, follow these steps:
 - 1. Contact the vendor to determine the vendor's acceptable procedure for returns.
 - 2. Repackage the item in the original shipping container or packaging.
 - 3. Return it to the store if you picked it up locally, along with the original receipt, or return it via the vendor's instructions.
 - 4. When you get the credit receipt, submit it to the Accounting Office. The credit will need to be reflected on your Cost Allocation Report.
- C. In some cases, a return authorization number (RA#) may be required. In those cases, the vendor will issue a return authorization number that must be included with the returned shipment. Some vendors will reject any packages received without a number displayed on the outside of the package.
- D. Cardholders are not permitted to receive cash or a check for a returned item. All returned items must receive credit on the LCCC P-Card.
- E. Cardholders must review their monthly statement(s) to be certain the vendor did issue the appropriate credit to their P-Card. When coding a credit to the P-Card, use the same budget coding as the initial purchase.

XII. MONTH-END PROCEDURES

- A. All transactions are processed each month in accordance with the UMB billing cycle; therefore, UMB Bank will issue monthly electronic LCCC P-Card statements to each cardholder and the Accounting Office will receive a master copy of all monthly transactions
- B. In order to ensure a timely payment of the monthly statement, cardholders and approvers are required provide the following paperwork to Accounts Payable via email at acctspayable@lccc.wy.edu or interoffice mail by the 8th of each month (if 8th is on a weekend, paperwork due by the following Monday):
 - 1. Statement Report: can be downloaded after the 2nd day of each month, or when UMB emails about statements being ready for coding. Each cardholder is responsible for downloading their respective LCCC P-Card statement.
 - P-Card statement can be found under the "Statement" tab in the UMB system. Statement includes amount, vendor, transaction date, and posting date

- Cardholders must reconcile each transaction by providing correct/valid budget codes and a “Reason for Expense” each transaction, prior to downloading report. Select the red X for each transaction to code each transaction by selecting correct Fund, Location, Department and Object.
 - A Reason for Expense should include associated pre-approved travel voucher #'s and travel details or reason why purchase was made for program, employees, or event.
 - If an employee is out of the office, it is their responsibility to contact the P-Card Program Administrator to delegate coding to their supervisor.
2. Cost Allocation Report/Transaction Search – Personal: can be downloaded after the 2nd day of each month. Each cardholder is responsible for downloading their reports
 - Report can be found on the bottom of your UMB page under “Report Templates” labeled Cost Allocation Report. Report should automatically select the correct period and mandatory fields. Report includes same fields as Statement Report, but also includes line coding (budget #) and reason for expense
 3. Itemized Invoices – include itemized/detailed original invoices for each transaction. Organize itemized invoices to match Reports above. If a receipt is lost or missing, attach a substitute receipt.
- C.** Cardholders must review (for accuracy) budget coding, reason for expense, receipts and all paperwork prior to providing all P-Card paperwork listed in Section IX (B) to their supervisor for review and approval.
- D.** Supervisors must review and approve budget coding, reason for expense, itemized invoices upon receipt of cardholder’s P-Card paperwork.
1. Supervisors must approve each transaction in UMB by selecting the appropriate employee cardholder under “Approvals” tab and auditing each transaction to ensure budget coding is correct, reason for expense is accurate and includes required detail. Select “Approve Selected Items” and approve.
 2. Supervisors are responsible for ensuring that all paperwork is to Accounts Payable by 8th of each month.
 3. If a Supervisor is out of the office, it is their responsibility to contact the P-Card Program Administrator to delegate approvals to someone else authorized to do so.
- E.** Lack of Documentation - If a cardholder does not have documentation of a proper transaction listed on the Transaction Log or the monthly LCCC P-Card statement, the cardholder is solely responsible for obtaining the original documents from the vendor. If attempts have failed, the cardholder shall attach a completed Substitute Receipt form that includes a description of the item(s) purchased, date of purchase, vendor’s name and reason for the lack of supporting documentation (this is to include credits on transactions). This form has to be signed by the cardholder.
- F.** The approver makes sure the LCCC P-Card statement and the CAR totals match. Using the LCCC P-Card statement the Approver will verify that each charge has a valid receipt. The Approver makes sure each transaction has a proper and adequate business purpose listed on the UMB site and on the CAR.

- G. Each Approver is required to ensure that each transaction is legitimate, each line item contains a complete LCCC Budget String, and had a proper and adequate business purpose. At the conclusion of this task the Approver then approves each transaction using the “Approve” button at the top of the page. The Approver then physically signs the LCCC P-Card statement and submits this report, the receipts and the Cost Allocation Report to the Accounting Office.
- H. Signing another person’s name or using a signature stamp is not allowed. If the approver is out of the office, another staff member can be designated to sign on his/her behalf. In this situation, the signing authority shall go up the organizational chart. For example, if the department head is on vacation, then the dean or his/her designee shall sign on behalf of the department head. As a last resort, the Program Administrator has the authority to approve and sign a respective LCCC P-Card statement.
- I. The department head is responsible for handling any unusual circumstances and authorizing LCCC P-Card transactions approved by the reconciler.

XIII. DISPUTE PROCESS

- A. Fraud: If you discover unauthorized charges, duplicate charges or errors online or on your LCCC P-Card statement, follow these steps:
 - 1. Immediately notify UMB Bank by calling **1-888-494-5141** and UMB will guide you through the process;
 - 2. Request a new P-Card from UMB;
 - 3. While coding in UMB, select the fraudulent transaction and use coding 10-410-000000-1971, check the “Dispute with UMB” box under coding and fill-out the Dispute Form;
 - 4. Notify the Program Administrator that your card may have been compromised.
 - 5. UMB will research the transactions and should issue a credit.
- B. Lost or stolen: If you discover that your P-Card has been lost or stolen, follow these steps:
 - 1. Immediately notify UMB Bank by calling 1-888-494-5141 at any time or day to cancel the card;
 - 2. If you cannot call UMB, please email procurement@lccc.wy.edu immediately and put subject line as “Lost P-Card” so the Program Administrator can cancel the card immediately; or
 - 3. If you are unsure if the card has been lost or stolen or misplaced, contact the Program Administrator to put a hold on the P-Card until you have thoroughly searched for the P-Card.
- C. Termination of employment: Upon termination, the cardholder must relinquish their P-Card to Human Resources, their supervisor or P-Card Program Administrator
 - 1. Cardholders should ensure all transactions are coded and proper receipts are made available to their supervisor.
 - 2. Supervisors are responsible for ensuring the P-Card is turned in upon termination of employment with LCCC and to get all associated paperwork to Accounts Payable. Contact Program Administrator to delegate coding responsibilities to you from your departing employee.

XIV. P-CARD MISUSE

- A.** The cardholder understands that improper use of the LCCC P-Card may be cause for disciplinary action by the College, including termination, and that improper use of the LCCC P-Card may subject the cardholder to criminal prosecution.
- B.** Employees must be able to conform to the requirements and procedures established or the LCCC P-Card program will be subject to unnecessary risks and negative exposure. The enforcement policy shall be uniformly applied to all Cardholders and Approvers per the below chart, and exceptions for violations will not be made in the interest of preserving the integrity of the program.
- C.** Misuse is broadly defined as using the card in violation of college policies and procedures as well as the LCCC P-Card program requirements. Examples of misuse of the LCCC P-Card include, but are not limited to:
 - 1. Using the LCCC P-Card for personal purchases or for purchases that are not authorized by the college.
 - 2. Using the LCCC P-Card to purchase any goods or services that violate policies or procedures of the college, including those items listed as specific exclusions for the LCCC P-Card, or which violate any law or regulation to which the college must adhere.
 - 3. Splitting a transaction to circumvent the transaction limit authorized for the cardholder's card.
 - 4. Using multiple cards to circumvent the transaction limit authorized for the cardholder's card.
 - 5. Failing to provide required purchasing documentation in a timely manner.
 - 6. Failing to provide information about any specific purchase.
 - 7. Giving your card to another individual to use for a purchase. No other person is authorized to use your card. The cardholder may make transactions on behalf of others in his/her college, department or division, however the cardholder is responsible for the business validity of the use of his/her card.
- D.** Reporting Misuse of the LCCC P-Card
 - 1. All LCCC P-Card program participants, including but not limited to: president, vice-presidents, deans, directors, cardholders and approvers are required to know and follow LCCC P-Card policies. They also need to be aware of program misuses and consequences associated with these misuses.
 - 2. A Member of President's Cabinet, Comptroller, Accounts Payable, Dean or Director and the Program Administrator may review all transactions in order to identify possible misuse of the card. The review should be conducted each statement period and prior to submitting the final paperwork to the Accounting Office. By signing the LCCC P-Card statement, the department head is acknowledging that all transactions were made appropriately and that no misuse has occurred. Approvers should notify the department head when it appears that misuse has occurred.
 - 3. Cardholders and Approvers are solely responsible for their own actions and cannot claim that they were ignorant of the rules or someone else in their department or the college insisted that they bend the rules. Prohibited purchases and card

misuse are outlined throughout the procedures manual and reviewed during training sessions completed by all cardholders and support staff.

- E. When it has been found that misuse may have occurred or that the requirements of this Manual are not being followed, the department head shall notify the Program Administrator of such issues. The Program Administrator will review the information to determine the best course of action in conjunction with the below chart.

Violation		Consequences/Action
Type 1		
Cardholder	<ul style="list-style-type: none"> Missing or inadequate documentation to Accounting Month end reports not submitted timely Any other procedures items not completed 	<ul style="list-style-type: none"> E-mail warning copied to Supervisor and/or Approver Cardholder will be issued a P-Card violation form, which will be included in their employee file Possible suspension or loss of LCCC P-Card
Approver	<ul style="list-style-type: none"> Approvals not completed and received by Accounts Payable by due date Missing or inadequate documentation (not noted by Approver) 	<ul style="list-style-type: none"> E-mail warning copied to Division President's Cabinet Member, Dean/Director, Supervisor, and/or Approver Possible immediate reassignment of Approver's responsibilities as a Cardholder Approver Repeated Type 1 violations could result in a LCCC P-Card violation form, signed by Dean/Director or Member of President's Cabinet, and P-Card Program Administration, which will be included in their employee file
Type 2		
Cardholder	<ul style="list-style-type: none"> Repeated Type 1 violations Making a prohibited purchase Splitting charges to avoid transaction limit Loaning card to others to use Personal Use without notification to Program Administrator/Accounting Any other misuse of the card 	<ul style="list-style-type: none"> E-mail warning copied to Division President's Cabinet Member, Dean/Director, Supervisor, and/or Approver May be issued a LCCC P-Card violation form, signed by Supervisor and P-Card Program Administration, which will be included in their employee file Possible suspension or permanent loss of LCCC P-Card
Type 3	<ul style="list-style-type: none"> Any illegal activity 	<ul style="list-style-type: none"> Permanent loss of LCCC P-Card Issued a LCCC P-Card violation form, signed by Supervisor and P-Card Program Administration, which will be included in their employee file Possible termination of employment.