



**LARAMIE COUNTY  
COMMUNITY COLLEGE**

**PROCUREMENT CARD (P-CARD)  
PROCEDURE MANUAL**



Department of Administration and Finance  
1400 East College Drive  
Cheyenne, WY 82007

Revised June 25, 2025

The Program Administrators for the Procurement Card (p-card) are:

- Pam DeMartin, Supervisor, Accounting & Payroll Services/ P-Card Administrator
- Shaun Ziegler, Director, Budget / P-Card Program Secondary Administrator

Cardholders and approvers are encouraged to contact the above Program Administrator via e-mail to pdemart@lccc.wy.edu or call 778-1228, cell 307 631-0644 for all questions and requests.

## A. About the Procurement Card

The LCCC procurement 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 procurement card is a function of the Procurement Office and helps to facilitate a more expedient procedure for purchasing goods for departments. The procurement 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.

The LCCC procurement 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.

A procurement card may be issued **ONLY** to a full-time college employee (*individual faculty, staff, or administrator*). An individual must request a card through his or her department which has to be approved by their immediate supervisor and the Department VP. In the event it is appropriate for that individual to have a card, a completed P-Card Cardholder Agreement form will be submitted and must be approved by the department/division administrator, the respective VP and the 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 Program Administrator (*or designee*) will issue the card to the individual cardholder.

Procurement cards are 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 card has no effect on the individual's personal credit rating.**
- 2. Personal purchases of any kind are not allowed on the procurement card.**

The procurement card is valid for two years and will automatically be renewed by the bank. New cards will be sent directly to the Program Administrator, not to individual cardholders. Once the P-card program administrator has updated all program databases, new cards may be picked up. Under no circumstances will cards be sent through campus mail service.

## B. Ethics/Conflicts of Interest

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. 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.**

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

*Good judgment is always the expectation and requirement.*

### C. Purchase Limitations

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 procurement 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

College-wide limitations on card use include:

- Maximum value per each transaction: \$5,000.00 including shipping, handling, and special charges.
- At the beginning of the new statement period, all monthly dollar limits automatically reset.
- A purchase **CANNOT** be split into multiple transactions to circumvent the single purchase limit.
- 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.
- The single transaction limit and the monthly cycle limit can be adjusted either temporarily or permanently.

To request an adjustment to either the single transaction limit or the monthly cycle limit send an email to Pam DeMartin, your Cardholder Approver and your VP complete with the following information:

- The reason for the increase, including what you are purchasing and the Vendor name,
- What limit(s) need to be raised,
- Amount of increase, and
- The date range the increase needs to be applied.

### D. Prohibited Uses

Use of the procurement card is **restricted** for use **ONLY** in the United States and Canada. For transactions outside of these countries, contact the Program Administrator. In addition, some vendor types are blocked from the procurement card program. In the event a transaction is blocked by a vendor you believe to be valid, please contact the Program Administrator immediately who will review the situation and re-open the card if the transaction is valid.

Policies concerning the acceptable and unacceptable uses of the LCCC procurement 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 Vice President of Administration and Finance Services rather than risk a purchase that may not pass the test. All transactions must have a business purpose either written on the receipt or electronically noted in the comment line of the 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 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.

Following is a list of **Prohibited Purchases and Purchases** with limitations:

- Alcoholic beverages, tobacco and drugs
- Automotive service and repair – responsibility of the Physical Plant to arrange for services
- Awards & gifts, unless approved by the Vice President of Administration & Finance when a substantiated, legitimate business purpose exists. Some Clubs or SFAC's may purchase gift cards.
- Books for students – Campus bookstore makes book purchases for student

- Equipment requires a completed Pre-Procurement Collaboration (PPC) is used to ensure anticipated purchases can be successfully assessed, utilized, and installed, without creating complications. **The PPC form is required for the purchase, relocation and/or donation of most devices, equipment, and furniture.** The [PPC Request Link](#), and supplemental guidance, is located on the C&P Virtual Office.
- Cash advances
- Catering services for organized event(s) – All catering must have a business purpose and a list of attendees.
- Chemicals, radioactive or hazardous materials
- Construction, repair, installation and renovation requires a formal agreement or contract prepared by the Contracting and Procurement Office
- Contracted/Personal services requires a formal agreement or contract prepared by the Contracting and Procurement Office **All onsite services require a Purchase Order (PO).** You cannot use a P-Card for onsite services (coded to 9210).
- Copier machines, desktop or stand-alone – must go through Contracting and Procurement Office
- Entertainment/Recreation – Clubs, SFAC and Athletics are the exception
- Flowers or gifts to individuals, including those in lieu of payment for goods or services (when required in the performance of his/her duties and at their discretion, the College President may procure meals, entertainment, gas, flowers and gifts)
- Fines, late fees and penalties Fuel – can only purchase fuel for rental cars on pre-approved Travel Request. Employees should use the Voyager fuel card located in LCCC vehicles only.
- Furniture requires a completed Pre-Procurement Collaboration (PPC) is used to ensure anticipated purchases can be successfully assessed, utilized, and installed, without creating complications. **The PPC form is required for the purchase, relocation and/or donation of most devices, equipment, and furniture.** The [PPC Request Link](#), and supplemental guidance, is located on the C&P Virtual Office.
- **All IT hardware and software requests/purchases are required to go through the ITS department - [Technology Order Request Link](#)** on the myLCCC Support Desk app. You may be required to complete a PPC for review/approval. IT Equipment and Software examples: computers, peripherals, computer equipment, audio-visual equipment, phone equipment, copier machines (desktop or stand-alone), software, etc.
- Leases and rental of space (requires a contract through Contracting and Procurement Office)
- Maintenance agreements for services, annual or one-time requires review by the Contracting and Procurement Office
- Meals and incidental expenses for employee travel – Employees must use own funds and get reimbursed from pre-approved Travel Request.
- Moving expenses, unless approved by the President or Executive Director of Human Resources
- Personal items or personalized stationary may include, but not limited to: coffee or drink machines, microwave ovens, radios, TV's, DVD players, stoves, refrigerators, other kitchen items, space heaters, paper shredding machines, coffee, tea, drinks, candy, snacks, break refreshments, personal clothing, party items, and any other items that would primarily be used for personal purposes
- Political contributions
- Purchases involving trade-in of LCCC property (a function of the Contracting and Procurement Office)
- Services – retaining or hiring a firm, agency, etc. to provide service of any type shall be initiated by the Contracting and Procurement Office
- Supplies for a "Break Room" (refer to Note #1 below) to include but not limited to: utensils, paper products, coffee pots, coffee, stove, drink machines, kitchen items, and disposable supplies. EXCEPTIONS: Cleaning supplies are approved purchases.
- **Use of LCCC Logos – required** to complete the [Branding Review Worksheet Link](#) located on the Marketing & Communication virtual office and receive **approval before purchase.** This approval needs to be attached to the P-Card documents.
- Vehicles, leased or purchased
- Weapons and ammunition

**Note:**

1. **Break Room Definition:** a room or designated space which is set aside for coffee breaks, snacks, lunches, etc. and is ADA compliant.

2. Refrigerators and microwave ovens are approved purchases when equipping a Break Room and must go through the Contracting and Procurement Office
3. “Equipment” and “Personal” purchases shall include but are not limited to: coffee or drink machines, microwave ovens, radios, TV’s, DVD players, stoves, refrigerators, other kitchen items, space heaters, paper shredding machines, coffee, tea, drinks, candy, snacks, break refreshments, personal clothing, party items, and any other items that would primarily be used for personal purposes.

**Exceptions:** 1) When required in the performance of his/her duties and at their discretion, the College President may use the P-Card for meals, entertainment, gas, flowers and gifts; and 2) Athletic coaches may use the P-Card for meals (per diem) in lieu of being reimbursed for per diem; and, (3) Medical supplies that are required for Health Science programs and authorized College First Aid kits

## E. Allowed Uses

Procurement cards may be used for travel per the following criteria:

- When traveling, P-Card use shall be limited only to transportation (taxis, *airfare and rental cars – fuel for rental cars*), lodging and parking. Travel Requests must be approved and turned into Accounting before using for travel expenses.
- When traveling, P-Card **cannot** be used for meals and incidentals, unless authorized by the Program Administrator. Normally the LCCC “Per Diem Procedure” will apply. Please contact the Accounting Office for a copy of this procedure. **Exception:** Athletic coaches are allowed to use their respective P-Card in lieu of the Per Diem procedure.
- **Clubs & SFAC’s:**
- Amazon Business – contact Procurement Card Administrator to setup this tax-exempt account
- Office Supplies – contact Buyer to setup with preferred vendor Source Office & Technology

## F. P-Card Security

The unique procurement card that the cardholder receives has his/her name embossed on it and this P-Card shall **ONLY** be used by the cardholder whose name appears on the card. **NO OTHER PERSON IS AUTHORIZED TO USE THE RESPECTIVE CARD; HAVE ACCESS TO THIS OR ANOTHER P-CARD; AND CANNOT BORROW A P-CARD REGARDLESS OF THE CIRCUMSTANCES.** Each cardholder is solely responsible for safe and secure handling of their card and should always when not in use keep the card in a secure location not accessible to others.

The cardholder may make purchases on behalf of others in his/her department or division but **CANNOT** loan their card to anyone. In addition, the cardholder is responsible for the validity of the use of his/her 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.

Cardholders are required 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.

## G. Using the Purchasing Card for Purchases on an Externally Funded Project (Grants/Contracts):

The Purchasing 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 card holder’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 card holder must clearly understand what constitutes an allowable charge to the particular program. If the card holder has questions the Director of Institutional Grants and Special Projects or the Accounting Compliance Supervisor are available to assist.

### Externally Funded Project (Grants/Contracts) Purchases Checklist:

- Use of the card is permitted provided that the item purchased is an **allowable** charge under the funding contract or agreement;
- If the item charged is deemed unallowable, the charges will be transferred to the department's current fund account.
- Purchases must be made in accordance with the restrictions, terms and conditions of the funding contract or agreement;
- When placing an order against a externally funded project, the "obligated date" must be within the terms of the contract or agreement;
- A direct benefit must be shown for all card purchases made against an externally funded project.

## H. Making a Purchase

The steps to make a purchase with the procurement 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 procurement card. **There are no exceptions!** The steps in making a purchase with the procurement card are:

1. Identify a need for materials or goods.
2. Check as many sources of supply as is reasonable to assure best price, delivery, and compliance with policy and procedures. The Procurement Specialist 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 procurement card. Be sure to let the buyers know your intention to use the procurement card to make the purchase.
3. Tell the vendor you are making the purchase for the LCCC to obtain discounted pricing when available.
4. Confirm that the vendor agrees to charge the procurement card.
5. Inform the vendor that the LCCC is tax-exempt. The vendor may request a tax-exempt certificate from the Accounting Office or the Purchasing Office; however not every vendor is obligated to acknowledge the College's tax exempt status.
6. Provide the card or card number (for phone or internet orders).
7. Inform the vendor that you will need **an itemized** receipt.
  - a. The total price paid must be part of the documentation, as well as an itemized account of what was purchased.
  - b. 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.
8. The Mail Room does not open orders made on 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.
  1. **Department Name (required)**
  2. **Individual Name (required) – P-card (include "P-card" on name line)**
  3. **1400 East College Drive (required)**
  4. **Cheyenne, WY 82007 (required)**
9. Track and record the proper authorized budget codes of all transactions on the UMB system.
10. Include a detailed Business Purpose when coding the transaction online, if for travel, enter the Travel Request #.
11. Submit itemized receipts, monthly p-card statement and your Cost Allocation Report to your assigned Approver by the 6<sup>th</sup> of each month. Refer to Section "M" for more details.

**Reminder:** The College is tax-exempt throughout the State of Wyoming, as well as other states. When making a purchase tell the vendor that the college is tax-exempt – they may or may not honor our tax-exempt status.

## I. Documentation and Receipts

Substantiating your purchase with a **detailed and itemized hard-copy receipt** is a critical element of the procurement process. **There are no exceptions to this requirement!** 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 or print off an electronic receipt. All transactions must have a business purpose either written on the receipt or electronically noted in the comment line of the 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 P-Card Administrator.

If a receipt has been lost or cannot be obtained, on occasion, a Substitute Receipt Form can be used instead. The 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.

## J. Receiving and Returning Purchases

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.

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.

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.

**Cardholders are not permitted to receive cash or a check for a returned item. All returned items must receive credit on the procurement card.**

The cardholder must also review their monthly statement to be certain that the vendor issued the appropriate credit on their procurement card.

## K. Dispute Process

If you discover unauthorized charges, duplicate charges or errors online or on your p-card statement: 1) immediately notify UMB Bank by using the "Dispute Button" located within the coding section and calling **1-888-494-5141**; and 2) notify the Program Administrator that your card may have been compromised, and your card will be temporarily suspended.

The bank will contact you and have you fill out paperwork. At this point the bank will usually give you a temporary credit until they have had time to research the charge. After the bank has researched the issue, they will either leave the credit or charge you for the item. They will provide paperwork stating what was decided and why, which needs to be turned in with your monthly reconciliation paperwork.

## L. Month-end Procedures – Transaction Processing

Transactions are generally downloaded by the Bank within one (1) business day following the actual transaction which enables the cardholder to review and reconcile their accounts on a daily basis. All transactions are processed



each month in accordance with the UMB billing cycle; therefore UMB Bank will issue monthly electronic p-card statements to each cardholder and the Accounting Office will receive a master copy of all monthly transactions.

The Accounts Payable Office makes a single monthly payment of the charges based on an invoice from the bank. In order to ensure a timely payment of the monthly statement, cardholders and approvers are required to adhere to the following month end process:

1. Each cardholder is responsible for printing their respective p-card statement which is automatically downloaded by the Bank approximately 2 days following the closing date. The p-card statement can be found under the "Account" tab in the UMB system and is the principle document that is to be used in reconciliation. Match the receipts with the p-card statement in sequential order.

Lack of Documentation - If a cardholder does not have documentation of a proper transaction listed on the Transaction Log or the monthly 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.

2. Using the "Statement" tab in the UMB system, the cardholder reviews and reconciles the monthly transactions; then completes the appropriate budget string for each transaction, noting that each transaction must have a complete LCCC budget number in order for this expense to be exported into Colleague. A business purpose for each transaction must be recorded and must be detailed to properly explain the charges; if a travel is involved, include the Travel Request #. Each cardholder is required to ensure that the transactions data matches their p-card statement and Cost Allocation Report (CAR)
3. The cardholder then creates and prints their respective monthly Cost Allocation Report (CAR) from the "Home" page. If it is not located on your home page, contact the Program Administrator to create this report. The CAR shall be checked by the cardholder to ensure that it reconciles with the p-card statement, and that the CAR contains a complete budget string and business purpose for each transaction.
4. The cardholder submits the p-card statement with attached receipts and the CAR to their approver by the 6<sup>th</sup> of each month. In the event the 6<sup>th</sup> falls on a Saturday or Sunday, then submit the package on the following Monday.
5. The approver makes sure the p-card statement and the CAR totals match. Using the 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.
6. 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 p-card statement and submits this report, the receipts and the Cost Allocation Report to the Accounting Office.
7. Signing another person's name or using a signature stamp is not allowed. If the approver is out of the office, another staff member cannot 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 p-card statement.
8. The department head is responsible for handling any unusual circumstances and authorizing procurement card transactions approved by the reconciler.

## **M. Canceling a Procurement Card**

### Loss, Theft or Fraud

Under certain conditions, the cardholder must make a quick decision about whether to request cancellation of a procurement card. Some conditions that require immediate cancellation include:



1. A card has been lost.
2. A card has been stolen.
3. Unauthorized charges on the card.

**If you encounter one of these conditions, immediately take action. Don't wait until you can verify problems on your monthly statement. Don't wait until you search possible locations where your card may have been misplaced. The bank is liable for fraudulent charges to a card if quick action is taken. If you wait too long to call the bank, you or your department could be liable for any fraudulent charges.**

All of the following reporting steps must be followed when canceling a card:

1. Contact UMB Bank at **1-888-494-5141** at any time of the day, night, or weekend to cancel the card.
2. Although the bank representative may state that a "new card will be issued" during a cancellation call, you must contact the Program Administrator to notify them of the cancellation who will then authorize the bank to issue a replacement card.

If you are not sure whether the card has been lost, stolen or just misplaced, you can request that the Program Administrator put a temporary hold on the card until you have searched for the card. You will not be able to make any purchases on the card until a resolution has occurred.

#### *Termination of Employment*

Upon termination, the cardholder shall relinquish their card to the Program Administrator along with their current procurement card log and appropriate documentation (receipts) of their purchases to date.

## **T. Card Misuse and Sanctions**

**Card misuse and failure to adhere to the requirements of the P-Card program has serious consequences.**

The card is to be used by the person to whom it was issued and can **ONLY** be used to pay for allowable college purchases. The card is **NOT** to be used for any personal, prohibited or unauthorized purchases. Any such use will require the cardholder to obtain a direct credit for the improper charge on the procurement card and make payment via another payment source.

The cardholder understands that his/her improper use of the LCCC procurement card may be cause for disciplinary action by the college, including termination, and that improper use of the procurement card may subject the cardholder to criminal prosecution. The cardholder understands that the college may withhold amounts attributable to improper use by the cardholder from any paycheck or other LCCC check which may be payable to the cardholder.

Misuse is broadly defined as using the card in violation of college policies and procedures as well as the P-Card program requirements. Examples of misuse of the procurement card include, but are not limited to:

1. Using the procurement card for personal purchases or for purchases that are not authorized by the college.
2. Using the procurement card to purchase any goods or services that violate policies or procedures of the college, including those items listed as specific exclusions for the procurement 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.

The materials or goods involved in card misuse may:

1. Become the property of the cardholder who will have to pay the college the cost and any related processing fees (*this can be withheld from the college paycheck if not reimbursed by the cardholder*).
2. Be returned to the vendor.
3. Be retained by the college.

*Reporting Misuse of the Procurement Card*

All P-Card program participants, including but not limited to: president, vice-presidents, deans, directors, cardholders and approvers are required to know and follow procurement card policies. They also need to be aware of program misuses and consequences associated with these misuses.

A department VP, 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 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.

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.

*Consequences and Accountability*

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. It is important to note that given the high risk of the P-Card program and the potential for abuse, strict procedures will be implemented. Secondly, when cardholders and approvers fail to follow the processes, such actions can lead to a negative impact on others associated with the program.

Frequent problems associated with the program processes may include, but are not limited to:

- > Failure to provide a detailed receipt.
- > Failure to enter an authorized and complete budget string.
- > Failure to obtain written approval when purchasing for others.
- > Failure to complete the month-end processes on time.
- > Failure to ensure that the p-card statement and CAR match and contain only authorized purchases.

Consequences for misuse may include, but are not limited to:

1. Written notification of misuse sent to department head and cardholder
2. Card suspension and/or cancellation
3. Program Administrator reserves the right to suspend or cancel cards at any time.
4. Termination of employment
5. Criminal prosecution

The LCCC P-Card program will be carefully reviewed for compliance by the Program Administrator, the Accounting Office and the contracted College audit firm. If we are not able to conform to the requirements and procedures established, the procurement 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.

Category	Violation Description	Action
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Type 1	<ol style="list-style-type: none"> <li>1. Personal use/expense</li> <li>2. Missing or inadequate documentation to Accounting</li> </ol>	First Violation: Verbal warning to Cardholder
		Second Duplicate Violation: Written warning copied to department head or Approver
		Third Duplicate Violation: Immediate one (1) month suspension of the P-card
		Fourth Duplicate Violation: Permanent loss of P-card
Type 2	<ol style="list-style-type: none"> <li>1. Making a prohibited purchase</li> <li>2. Splitting charges to avoid transaction limit</li> <li>3. Loaning card to others to use</li> <li>4. Failing to follow P-card procedures</li> </ol>	First Violation: Written warning copied to department head or Approver
		Second Duplicate Violation: Immediate one (1) month suspension of P-card
		Third Duplicate Violation: Immediate six (6) month suspension of P-card
		Fourth Duplicate Violation: Permanent loss of P-card
Type 3	<ol style="list-style-type: none"> <li>1. Any illegal activity</li> </ol>	First Violation: Permanent loss of P-card.

If you follow the policies and procedures, as outlined in this manual, and use common sense when using your procurement card, you should not run into any problems. If you have any questions as to whether a particular transaction would be permissible on the procurement card, contact the Program Administrator. It is always better to check first than to possibly lose your procurement card privileges!