

Purchasing Cards

I. Purpose

To provide guidance on the proper use of the EASTERN Purchasing Cards ("Purchasing Cards") and establish procedures, which meet the following criteria:

- Provide an efficient and cost effective method of purchasing and paying for goods and services.
- Reduce the usage of petty cash and low dollar purchase orders
- Ensure Purchasing Card purchases are in accordance with the procedures of the Technical School and Pennsylvania statutes
- Reduce the time and money spent processing low dollar transactions.
- Ensure that the EASTERN bears no legal liability from inappropriate use of the Purchasing Cards.
- Provide for disciplinary action if the Purchasing Cards are misused.

II. Scope

These procedures will apply to all EASTERN employees utilizing a Purchasing Card. For the purposes of these procedures, a Purchasing Card will include the purchasing cards issued through the Pennsylvania Local Government Investment Trust ("PLGIT") and any store credit cards (i.e. Home Depot, Lowe's, etc.).

III. Procedures for Using the Purchasing Card

Upon approval, the designated employee may pick up the approved supplies or services, or place an order for these by telephone, facsimile, or electronically. Internet purchases must be made over a secured transmission. The supplies or services must be immediately available for pick up, shipped or delivered within the monthly billing cycle. The order should not be placed without this assurance. No back ordering is allowed when using the Purchasing Card.

Telephone & Internet Orders: The individual making the purchase must confirm that the vendor will charge the Purchasing Card when shipment is made so that receipt of the supplies may be certified on the monthly statement. This is also typically a requirement of the vendor's contract with the issuing credit agency.

Prohibited Purchases: The Purchasing Card is to be used for EASTERN authorized purchases only. The Purchasing Card cannot be used for any personal use. The designated employee is the only person authorized to use their assigned Purchasing Card.

The following supplies and services may not be purchased with the Purchasing Card:

Personal Items
Cash Advances
Capital Equipment
Gifts
Federal or State funded projects

Dollar Limits: A purchase may be made up of multiple items, but the total invoice (including shipping) cannot exceed the amount preapproved for each Purchasing Card.

Sales & Use Tax: EASTERN is exempt from paying any State of Pennsylvania sales and/or use tax, even if the purchase is made with the Purchasing Card. It is the responsibility of the individual making the purchase to make the vendor aware that the sale transaction will be tax exempt prior to processing the sale.

If the vendor charges sales tax, the individual making the purchase must contact the vendor and obtain a credit equal to the amount of the sales tax. Vendors may not be permitted to issue cash to settle a sales tax error.

Documentation: For all transactions, the individual making the purchase must retain the original customer's copy of the charge slip, along with the detailed receipt, which identifies every item purchased and the corresponding item cost. For telephone/internet orders, the individual making the purchase must retain the receipt and/or packing slip.

Missing Documentation: Where supporting documentation is missing, the individual making the purchase must contact the vendor and request a duplicate receipt. Failure to provide adequate documentation will result in requiring the individual making the purchase to make payment to the EASTERN for such transactions.

Funding: The individual making the purchase must follow all administrative funding procedures to ensure that sufficient funds are available in the budget prior to requesting the purchase.

Use of the Purchasing Card does not relieve EASTERN from complying with Federal, State, Local Laws, Statutes, regulations, or EASTERN policies and procedures.

IV. Reconciling Statements

- The individual making the purchase is responsible for securing and delivering all necessary documentation (sales receipts, etc.) for every transaction to the Business Office. The statement with the accompanying documentation must be received by the Business Office within 10 days of statement receipt. Receipts should be attached to the completed Procurement Card Reconciliation Form in numeric order. Small receipts shall be taped to an 8.5 x 11 sheet of paper.
- The individual making the purchase is responsible for ensuring the receipts clearly show what has been purchased and at what price. Sales receipts that do not provide sufficient information must be supplemented with documentation from the vendor at the time of purchase.
- If a receipt is missing, it is the responsibility of the individual making the purchase to contact the vendor and request a duplicate receipt and appropriate documentation.
- In the event the receipt cannot be secured, the individual making the purchase will be personally liable for the cost of the transaction.

V. Reporting a Lost or Stolen Purchasing Card

- If a Purchasing Card is lost, stolen, or misplaced during normal working hours, the individual making the purchase must immediately notify the Business Office. If a Purchasing Card is lost, stolen, or misplaced outside normal working hours, the individual making the purchase must immediately notify the Bank directly and the Business Office the next working day. Upon such notification, access to the Purchasing Card will be immediately blocked.

VI. Violations

- The following actions are prohibited:
 - o Purchases of items specifically prohibited by policy.
 - o Purchases that exceed the Purchasing Card limits.
 - o Not reporting lost or stolen cards.
 - o Purchases from vendors that create a conflict of interest (i.e. purchases from companies owned or operated by EASTERN employee (s) and/or their relatives, etc.)
 - o Inadequate record keeping and/or documentation of purchases.
 - o Acceptance of cash in lieu of a credit to the statement.
 - o Splitting of purchases within the single purchase limit.
- Failure to comply with this procedure may result in removal of the employee from having Purchasing Card privileges and other disciplinary action, as appropriate.

VII. Reporting of Purchase Card Purchases

- All purchases made with Purchasing Cards will be included in the Monthly Treasurer's Report given to the Joint Operating Committee.

Adopted: 6/18/14