

Modifications to Citadel Purchasing Card Program

The Citadel will implement the following changes to its Purchasing Card Program as of July 1, 2004.

1. Cardholders may not allow other individuals to use their purchasing card.
 2. Purchasing card limits will be \$5,000 per month per card, maximum of \$1,500 per purchase.
 3. Only permanent Citadel employees may obtain a purchasing card. For exceptions to this policy, a written request must be approved by the department's vice president and forwarded to the Internal Auditor for approval.
 4. Departmental liaisons should not have a purchasing card. In the case of small departments with only one administrative person, an exception may be requested. The exception must be in writing and approved by the respective Vice President and forwarded to the Internal Auditor for approval.
 5. Each department should have a maximum of two purchasing cards. For exceptions to this policy, a written request must be approved by the department's Vice President and forwarded to the Internal Auditor for approval.
 6. Each cardholder must sign a revised cardholder agreement before July 1, 2004. The cardholder agreement will give The Citadel authorization to withhold amounts from the employee's pay if the purchasing card is used inappropriately.
 7. Liaisons will complete a monthly authorization form that will be retained with each month's credit card charges. The form will require signatures from all cardholders, the liaison and the department head verifying that all charges are for legitimate Citadel expenditures.
 8. When a cardholding employee gives notification of leaving the college, the department should consider terminating that employee's credit card authorization immediately.
-

ACTIONS REQUIRED BY 30 JUNE:

1. All cardholders must complete the new "Purchasing Card Cardholder Agreement" and send it to John Walker in Procurement. To get the new agreement, go to <http://citadel.edu/proc/purchasing/pcard-5.html>.
 - a. Any purchasing cards without signed agreements will be terminated as of 1 July.
 2. Exemption requests need to be submitted to and approved by the appropriate Vice President and forwarded to and approved by the Internal Auditor by 1 July. At that time the Director Financial Services will administratively implement the new procedures for departments that are not in compliance and do not have an approved exemption.
-

Additional Modifications

1. During routine monthly audits of departmental purchasing card transactions, one item purchased by the department during the audit period will be selected for physical verification. A description of the item will be forwarded to the Property manager so that he may verify the existence of the item.
2. When a liaison leaves The Citadel, the Department Head will need to immediately select another employee to serve as interim departmental liaison.
3. A "Purchaser's Documentation and Supervisory Approval" form is available on the Financial Services Web Site if departments would like to use it as a way to approve individual charges within the department.