

PURCHASING CARD POLICY

I. PURPOSE

The proper use of Purchasing Cards ("P-Card") provides our Agency, Silicon Valley Clean Energy ("SVCE"), with a cost-effective, convenient, and streamlined method of purchasing items, allowing staff to operate more efficiently and reduce costs.

II. CONTROLS

1. P-Cards may be issued to the Chief Executive Officer, Executive Assistant/Board Clerk, and Director-level Employees.
2. The use of P-Card shall be in accordance with Section III. Policy.
3. Each P-Card will have a credit card limit that does not exceed \$20,000 monthly, subject to the CEO's discretion.

III. POLICY

1. P-Card Administration
 - a) The Finance and Administration Department is responsible for:
 - Issuance of P-Cards (approved by Director of Finance and Administration)
 - Distribution of monthly statements for cardholder reconciliation
 - Monitor and review of cardholder activity
 - Timely payments of P-Card statements
 - Corrective action regarding unauthorized use or fraudulent activity
 - b) Cardholders may delegate the use of the P-Card to additional SVCE employee(s) with the approval of CEO; only the cardholder and the delegate(s) may use P-Cards.
2. Authorized P-Card Use:
 - a) All purchases must be lawful and comply with all SVCE policies and procedures

Category: FINANCE

b) All P-Card transaction requests must be authorized by cardholder or his/her delegate prior to the transaction.

Allowable purchases include:

- SVCE authorized business travel and registration expenses, in accordance with SVCE's Travel Policy (ex: Airfare, hotel lodging, vehicle rental, parking, tolls, public transportation fare, conference registrations)
- Online/offsite training
- Certain marketing and social media expenses
- Office supplies
- Books, periodical publications, and subscriptions necessary for business
- Vendors who do not accept payment by ACH/wire/check; including vendors who may accept checks but for whom payment by card is necessary for the timely and efficient delivery of goods and services.

3. Unauthorized P-Card Use:

- a) Delegation of P-Card to any unauthorized individual
- b) Transactions not authorized by the cardholder
- c) Prohibited purchases include:
 - Personal purchases and non-business expenditures of any kind, including alcohol, firearms, tobacco, room service such as movies.
 - Purchase of temporary or contract labor which requires 1099 reporting
 - Cash advances of any type
 - Political contributions
 - Rental or lease of land or buildings
 - Lease or purchase of fixed asset equipment
 - Purchases that require other departmental approvals (ex: IT Hardware/software)
 - Meals, entertainment, gifts, or other expenditures which are otherwise prohibited by:
 - SVCE's budget and/or policies
 - Federal, state, or local laws or regulations
 - Grant conditions or policies of the entities from which we receive funds

4. Cardholder and Delegated User Responsibilities
 - a) Maintain physical and digital security of the Purchasing Card at all times
 - b) Ensure all P-Card transactions are for authorized uses as defined in this policy, and are in accordance with all other policies and internal procedures
 - c) Retain all documentation for proof of purchase, such as invoices, itemized receipts, and order confirmations.
 - d) Report lost and/or stolen cards and/or fraudulent activity immediately to the Finance and Administration Department

5. Monthly Statement Review
 - a) All cardholders must check each transaction against monthly statement and keep documentation
 - For travels: include travel dates
 - For meals or conferences: include information on who was in attendance and what topics were discussed
 - b) Any transaction with missing documentation requires a written explanation and signed affidavit for the missing documentation
 - Include the vendor name, date, description of purchase, and reason for the missing documentation
 - c) Any disputed charges are the responsibility of the cardholder to correct with the vendor and must be noted on the statement reconciliation
 - d) Cardholders must submit the reconciled statement, purchasing documentation, and all associated receipts to the Finance and Administration Department timely for monthly accounting reconciliation

6. Termination of Employment of Cardholders or Delegated User
 - a) Cardholder:
 - Prior to departure or termination of duties with SVCE, the cardholder must reconcile all expenditures on his/her card account since the last statement submitted.
 - It is the responsibility of the cardholder to ensure that his/her account is settled prior to departure.

- The P-Card must be surrendered to the Director or Manager of Finance and Administration upon termination of employment.
- b) Delegated User:
 - Prior to departure or termination of duties with SVCE, the delegated user is required to reconcile with the cardholder for his/her expenses incurred since the last submitted statement.
 - It is the responsibility of the cardholder to ensure that the delegated user's expenses are settled prior to departure.

IV. POLICY COMPLIANCE AND REINFORCEMENT

1. Compliance Measurement
 - a) The Finance and Administration Department will verify compliance to this policy through various methods, including, but not limited to, monthly statement reviews, internal audits, and feedback to the cardholder.
2. Non-Compliance
 - a) Violation of this policy by any employee may lead to disciplinary measures, including possible termination of employment.
 - b) The use of the card for personal business expenses by employees is strictly prohibited. Failure to comply with this directive may result in disciplinary measures, including potential termination of employment.
 - c) Deliberate disregard of the policy will lead to the revocation of the card and may result in disciplinary measures, up to and including termination of employment.

V. ATTACHMENTS

1. Missing Documentation P-Card Affidavit



Missing Supporting Documentation Affidavit

X X X X - X X X X - X X X X - _____

Purchasing Card Number *(last four digits only)*

MISSING SUPPORTING DOCUMENTATION INFORMATION

Date of Transaction	Vendor Name	Description of Item(s) Purchased	Total Cost

EXPLANATION OF MISSING SUPPORTING DOCUMENTATION

Blank area for providing an explanation of the missing supporting documentation.

CARDHOLDER CERTIFICATION

The Cardholder hereby states that the above facts are true and correct to the best of their knowledge. Cardholder further understands that repeated incidents of missing supporting documentation for Purchasing Card transactions may be grounds for suspension and/or revocation of Purchasing Card privileges.

Cardholder Signature

Cardholder Printed Name

Date

SUPERVISOR ACKNOWLEDGEMENT

Supervisor Signature

Supervisor Printed Name

Date