

Procurement CardPolicy StatementPolicy Date – March 2018

Fiscal Services administers the College's Procurement Card (P-Card) program according to the regulations established by the State of Ohio Division of Procurement.

The P-Card can be used to procure goods and services allowable under Hocking College Procurement Policy, and provides an efficient means of acquiring and paying for these goods and services.

Using the P-Card to obtain services from a vendor (a corporation or partnership) is allowed, but not from a Sole Proprietor (or 'Doing Business-As' Vendor), as this is an Independent Contractor. For information on hiring an Independent Contractor, see the Hocking College "Independent Contractor Policy".

All P-Card purchases with agreements/contracts/terms and conditions must be reviewed/approved by Fiscal Services and the Vice President in charge of Hocking College Contracts. (At the time of this policy formation, the V.P. in charge of Contracts is the Chief Financial Officer). You may obtain approval by contacting the Fiscal Services Team at [purchasing@hocking.edu](mailto:purchasing@hocking.edu) for all purchasing related questions and approvals.

P-Cards are issued at the request of the Division Vice Presidents who set a dollar limit per billing period at the lowest level consistent with expected usage. The P-Card is assigned to a specific cardholder and it becomes the cardholder's responsibility. Before using a P-Card, both the cardholder and the accounts payable coordinator will walk through the Hocking College P-Card platforms and procedures.

Hocking College Employees that need to purchase an item who do not have a P-Card can **COMPLETE** the Purchasing Approval Form, sending both the form and the quote and/or document of items needed to [purchasing@hocking.edu](mailto:purchasing@hocking.edu) where Fiscal Services will facilitate the purchase.

Hocking College Employees that are required to travel for business purposes but who do not hold a P-Card can forward their **APPROVED & SIGNED** Travel Approval Form and the **SIGNED Institutional P-Card** to [purchasing@hocking.edu](mailto:purchasing@hocking.edu). The institutional P-Card can be checked out up to 24 hours ahead of travel time. If any travel arrangements need to be booked, please include your **Travel Arrangements Form**.

The P-Card cardholder is the only person authorized to make purchases with the card. Items purchased using the P-Card are delivered to departments via the Hocking College Warehouse and **CANNOT** be received at a Personal Residence.

The cardholder must obtain and retain **ALL** receipts for both a cardholder P-Card and/or an Institutional P-Card (checked out). Receipts **MUST** be itemized to comply with Hocking College and the State of Ohio Audit Regulations.