

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**PROCUREMENT CARD PROGRAM**

**USER'S GUIDE**

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# OVERVIEW

The Board of Trustees of the Ventura County Community College District ("District") has entered into an agreement with Bank of America ("Bank"), which provides for the issuance of procurement cards to regular permanent employees who are required to make purchases or travel related expenses on behalf of the District. Procurement cards are to be used for District use only and not for personal transactions. Permanent employees are eligible to be issued a District procurement card upon approval of the Vice President, Business Services and the Vice Chancellor, Business & Administrative Services.

This user's guide provides the guidelines for obtaining and using your procurement card. Please read the guide in its entirety before completing the Request for Issuance of VCCCD Procurement Card and the Procurement Card Policies and Procedures Contract.

## Purpose

The purpose of the procurement card program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar transactions. The program is designed to:

- Streamline the process for low dollar-value purchases.
- Allow time-sensitive and emergency purchases.
- Eliminate low-volume, low-dollar standing orders.
- Facilitate conference attendance and related travel for cardholders.
- Accommodate prepayment purchases.
- Expedite vendor payments.
- Allow dedication of resources to timely processing of high-impact, high-value purchases.

## Card Uses

The procurement card is a Visa credit card issued to a regular permanent District employee by Bank of America upon submission of an application by the District. The card bears the name of the employee and the District's name. The card functions virtually the same as a personal credit card and can be used within the program's guidelines, to make purchases from any vendors accepting Visa. Telephone, facsimile, internet and mail orders as well as in-person purchases can be made with the card, subject to the District's program guidelines.

The cardholder is personally responsible for guaranteeing that all charges are for appropriate District expenses, that purchases are within budget limits, and that the purchase does not violate any other law, regulation, or policy of the Board of Trustees.

**In no event shall an employee use the card for personal purchases or for the purchase of equipment (with a total cost of \$200 or more per item), memberships, payment of wages, payment to independent contractors, or payments for services.**

Neither Bank of America nor the District assume responsibility for non-District or otherwise inappropriate purchases. The cardholder shall be liable to the District and to the Bank for any non-District or otherwise inappropriate purchase. Any charges resulting from misuse or abuse of the card by the cardholder will be deducted from the responsible employee's paycheck unless the employee has consulted with and resolved such charges through the Office of the Vice Chancellor, Business & Administrative Services.