



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Subject Purchasing Card (P-Card) Program

Section Finance and Regulatory Services

Approved by Brian Kennedy, Chief Financial Officer

POLICY

Metro Purchasing Cards (P-Cards) are Agency-liability cards issued in the names of authorized, trained individuals to purchase certain eligible goods and services in support of Metro. Only eligible direct business expenses may be charged to the P-Card; personal purchases are strictly prohibited. All P-Card transactions must be supported by a detailed business purpose and proof of purchase documentation. All transactions must be reviewed and approved in the P-Card Settlement system (Access Online) by the specified timelines.

Applicable to

All Metro employees or officials who are issued a P-card.

Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.

Definitions

Approver: An employee with assigned authority to review and approve charges in the settlement system for the cardholder, thereby agreeing that the charges are legitimate business expenses.

Cardholder: The named employee issued a Metro Purchasing Card.

P-Card Administrator: The Finance and Regulatory Services staff-member charged with administering the P-Card program.

Proxy: An administrative employee who supports a cardholder collecting documentation from the cardholder, performing data entry and the attaching of receipts to each transaction in the settlement system.

Receipt: An electronic document that contains: the transaction date, the merchant name, the transaction details (what was purchased), the form of payment used, the purchase amount, and indication that the amount was paid.

Settlement System: Metro's web-based P-Card reconciliation system, Access Online.

Guidelines

1. P-card holders must be employees or elected officials of Metro. Temporary or seasonal employees may be issued a P-Card upon review and approval by the P-Card Administrator.
2. Purchases made using a P-Card are subject to all rules that govern general procurement, in addition to the specific restrictions made for the P-Card program.
3. Use of a P-Card is only authorized for the named employee to whom the card is issued.
4. P-Card holders may use a proxy for administrative functions, however ultimate responsibility for meeting deadlines and recordkeeping remains with the cardholder.

5. A P-Card should be requested only for those employees where there is an established business need, and assigned a single transaction and monthly limit high enough to meet, but does not exceed, that business need.
6. Assignment of remedial training, suspension or revocation of P-Card privileges is at the discretion of the P-Card Administrator.

Procedures

1. Detailed procedures for cardholders, proxies, and approvers can be found in the P-Card User Guide.

Responsibilities

Employees:

- Be aware of and follow all P-Card policies, procedures, and rules.
- All purchases must be made in the course of business and exclusively for the benefit of Metro. Personal purchases on a P-Card are expressly prohibited.
- Use the P-Card for purchases in compliance with the Allowable, Restricted, and Prohibited Rules (Appendix A).
- Maintain security of the card and account number, including:
 - Safeguarding the P-Card from theft and loss.
 - Not allowing the use of the P-Card by parties other than the Cardholder
- Follow up with the supplier or bank on any erroneous charges, disputed items, or returns for credit. Contact the bank and P-Card Administrator if the card is lost, stolen, or otherwise compromised.
- Promptly code, attach receipts, and reconcile purchases in the settlement system, meeting the timeline established by the P-Card Administrator.
- Meet all training requirements as assigned by Finance and Regulatory Services.
- Notifying the P-Card Administrator of any updates to name, change in Expense Approver, and/or of desired limit changes.
- Request an exemption in writing from the Deputy Chief Financial Officer when a department need will not meet the established guidelines of this section.
- Request account closure in the event that a P-Card is no longer needed for cardholder's job responsibilities.

Supervisors:

- Approve the issuance of a P-Card to an employee, or a change in authority limit to an established P-Card holder, to meet a department business need.
- Promptly review and approve transactions in the P-Card settlement system, meeting the timeline established by the P-Card Administrator.
- Understand and ensure compliance with P-Card policies, procedures, and rules.

Department director:

- Support the stewardship of public funds by enforcing P-Card policy and procedures.
- Annually review department employees assigned a P-Card to ensure continued business need.

Finance and Regulatory Services:

- Establish strong internal controls through written policies and procedures.

- Administer the P-Card program to meet agency and department purchasing needs and compliance with legal requirements.
- Develop formal P-Card training.
- Audit each cardholder periodically to determine compliance with the P-Card program policies and procedures.

Appendix

- Appendix A: Allowable, Restricted, and Prohibited P-card Purchases

References

- P-Cardholder User Guide
- Metro Purchasing Rules

Appendix A: Allowable, Restricted, and Prohibited P-Card Purchases

ALLOWABLE PURCHASES

- Conference Registrations, dues, memberships, and subscriptions
- Books and Manuals
- Classes and Workshops
- General supplies
- Postage
- Employment advertising
- Travel expenses
- Licenses and permits
- Animal food and medication
- Tools and Building Supplies

RESTRICTED PURCHASES

- Alcohol – Only allowable for resale, or under MERC alcohol policy
- Computer hardware, software, or peripherals – These must be submitted to Information Services for approval
- Furniture (MRC only) – must go through Building Services
- Meals – under the Metro Travel Policy, and Executive Order 31

PROHIBITED PURCHASES

- Payments on contracts and agreements (including software license agreements) must be handled through Procurement Services
- Personal services and construction services
- Parking tickets or citations
- Personal purchases