

POLICY APPROVAL FORM

Executive Summary. (type a short summary of the process followed to develop this policy, names of those involved in its development, reason for undertaking the process, and key features of the policy). This section is to be completed by the group or individual assigned to develop the policy.

Purchasing Card Policy and Procedures


The current policy and procedures for the College purchasing card program requires some minor revisions:

- change terminology from IA to the Banner finance
- provide additional explanations for end users
- change language from "low value purchases" to some purchases and increase transaction limit from \$800 to \$1,000 to gain additional efficiencies after successful completion of pilot program and audits

Business Services-Purchasing developed the updated policy, with input from the state auditors, purchasing and accounting staff, and other college divisions. Sources for the purchasing card policy and procedure include the RCWs, OFM, and any applicable local and federal regulations.

APPROVAL

Vice President for Academic Affairs and Provost  Date 1-27-05

Vice President for Advancement  Date 1/28/05

Interim Vice President for Finance & Administration  Date 1/28/05

Interim Vice President for Student Affairs  Date 1/28/05

President  Date _____

Date Policy becomes effective 1/28/05