

# **Procurement Card Policy**

## **City of La Crosse, Wisconsin**

### **I. Acquiring a Procurement Card**

- (1) The Department Head or designee along with the employee shall read and sign the City of La Crosse Procurement Cardholder User Agreement (Exhibit 1) and Staff Procurement Card New Request/Changes form (Exhibit 2). The completed and signed forms must be returned to the Finance Department, hereafter referred to as “Card Administrator(s)”.
- (2) If the new request is approved, the Card Administrator(s) will send the procurement card request to the card underwriter and the department will receive the card within approximately 5-10 business days.
- (3) Card limits will be initially established at a transaction limit of \$500.00 and a monthly credit limit of \$1,500.00.
- (4) Procurement cards may be issued to full-time, permanent part-time employees, and Council Members only. Card requests for limited term part-time employees will be considered on a case-by-case basis at the discretion of the Card Administrator(s).
- (5) Procurement cards will be issued with the employee’s name on the card.

### **II. Changes Concerning the Procurement Card**

- (1) Any changes concerning the procurement card must be approved in writing by the Department Head or designee and must be provided to the Card Administrator(s) on a Staff Procurement Card New Request/Changes form (Exhibit 2). The Card Administrator(s) will review the requested changes and confirm as to the status of the request within approximately 2-3 business days. Such changes include, but are not limited to, transaction limits, monthly credit limits, employee transfers, employee terminations, and legal name changes.
- (2) If a Cardholder transfers to another department or terminates his or her employment from the City of La Crosse, the Department Head or designee shall notify the Card Administrator(s) immediately so that the procurement card is deactivated.
- (3) The Department Head or designee shall notify the Card Administrator(s) in writing if he or she wants a procurement card to be deactivated.

### **III. Use of the Procurement Card**

- (1) The procurement card shall be used to purchase goods/materials, supplies, or services only for CITY OF LACROSSE business purposes in accordance with City policies.
- (2) Any personal use of the procurement card is strictly prohibited.
- (3) Employees shall not permit any other person(s) to use his/her procurement card.

- (4) Cardholders must request a sales tax exemption for all purchases, including online purchases.
- (5) **Any lost or stolen procurement card** shall be reported immediately to the Department Head and the Card Administrator(s).

#### **IV. Required Documentation**

- (1) All procurement card purchases shall be supported by receipt verification for all transactions. Acceptable forms of documentations are as follows:
  - (a) Invoices for purchases made by telephone.
  - (b) Printed order confirmations or receipts for online purchases.
  - (c) Itemized store or vendor purchase receipts for in-store purchases.
- (2) All documentation must immediately be provided to the Cardholder's department designee for accounts payable for prompt payment processing.
- (3) Any requested exception to the documentation requirements must be made in writing to the Finance Director or designee.

#### **V. Payments**

- (1) The Finance Department shall determine the credit cycle and departmental due date(s) for all payments.
- (2) Departments shall submit procurement card statement and purchase documentation, to the Finance Department. Each department is responsible for distributing payment among multiple MUNIS funding accounts.
  - (a) This includes a breakdown of any applicable fees for use of the procurement card to each departments expense account (AP PMMT BY CREDIT CARD FEE – 550250) (i.e., 100\*\*10 – 550250)
- (3) ***It is the responsibility of each department to process payments weekly to ensure timely payment for procurement card purchases. Finance charges will accrue if the entire department account balance is not paid timely. All late payment fees and finance charges will be the violating department's responsibility and will be charged to that department's budget. Continued violations may result in termination of department's participation in the procurement card program.***

#### **VI. Charge Disputes**

- (1) Departments and/or Cardholders shall attempt to resolve disputes using the Cardholder dispute resolution process as specified by the credit underwriter. The department will call the number on the back of the cardholder's card to initiate or resolve disputes.
- (2) All unresolved disputes with the card underwriter or vendors shall be forwarded in writing, along with applicable documentation, to the Card Administrator(s) for review and resolution.

**VII. Implementation & Audits**

- (1) The Finance Department is solely authorized to determine vendor payment options in the best interests of the City of La Crosse. Any annual spend rebates will be distributed by the Finance Department based on account usage.
- (2) The Finance Department may audit any department and/or Cardholder at any time.

**VIII. Policy Violations**

- (1) Any violations of or non-compliance with the Procurement Card Policy and procedures may result in suspension, deactivation, or termination of the Cardholder's procurement card as determined by the Finance Director or designee.
- (2) Purchases in violation of or non-compliance with the Procurement Card Policy and procedures shall be the responsibility of the individual cardholder and such purchases may be deducted from the cardholder's payroll check(s) or as allowed by law.
- (3) Cardholders in violation of or non-compliant with the Procurement Card Policy and procedures will be subject to disciplinary action up to and including discharge.