



POLICY

Title: PROCUREMENT CARD	Code: B0806
Authority: Board Minutes, 3/22/05	Original Adoption: 3/22/05 Revised/Reviewed: Effective: 3/23/05

The Milwaukee Area Technical College district procurement card program shall be administered by the Manager of Procurement, and procurement cards shall be used for the purchase of authorized district expenditures as set forth in this policy. The district shall select the procurement card provider based upon the recommendation of the Wisconsin Technical College System purchasing managers committee.

The Manager of Procurement will administer the issuance of cards to individuals recommended by their direct supervisor. Individuals holding College procurement cards will be responsible for:

- Keeping the cards secure.
- Maintaining documentation of all purchases charged through the procurement card.
- Reviewing monthly statements for accuracy.

Additional responsibilities of the card holders and their direct supervisors are described in the Procurement Card Manual.

District employees are to utilize the procurement card for expenditures from \$0 - \$999 and for all approved travel expenses. The procurement department will utilize the procurement card for purchases of \$1,000 - \$9,999 and in blanket purchase order situations where releases are under \$10,000.

The Manager of Procurement will be responsible for auditing of all purchases made with the procurement cards and will periodically report the audit results to the Board.

Inappropriate use of the procurement card or other violations of the procurement card program by any cardholder or their direct supervisor will result in revocation of individual cardholder privileges and/or other appropriate disciplinary action, up to and including termination of employment.