

## PCARDS

*DNR Approved P-card Plan* specifies the types of transactions that are considered Point-of-Sale that can be processed without pre-approval. Full details in attached green sheets.

- Non-ARI vehicle parts & repairs up to \$2,500
  - Non-routine small vehicle parts such as windshield wipers, batteries, etc.
  - Non-routine, unplanned 615 repairs of facilities & equipment up to \$2,500
  - Food for animals and programming supplies under \$1,000 for vendors that do not accept a check
  - Retail (resale) merchandise up to \$2,500
  - Non-routine replacement of rental facility appliances from local stores up to \$2,500 when failure risks loss of revenue
  - Emergency under \$1,000
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- A P-Card Plan Form must be completed for each transaction and signed by your supervisor.
  - Complete DNR Approved P-card Plan document is posted to the Intranet  
[https://dnrintranet.org/ad/purchasing\\_card\\_info](https://dnrintranet.org/ad/purchasing_card_info)

All other Purchases under \$5,000 have to be pre-approved through the PeopleSoft requisition process PRIOR to purchasing.

- Use PCard when only alternative is a credit card
- For purchases under \$2,500, create a requisition only transaction. The requisition number must be documented on the invoice and/or a copy attached.
  - Examples: registrations, postage, employment ads, home depot, online stores, etc.
- For purchases \$2,500 to \$5,000, use requisition to create a Purchase Order with PCard as the method of payment.

## P-Card Plan Form

Cardholder: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Vendor: \_\_\_\_\_ Amount: \_\_\_\_\_

Reason for purchase: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approving Official: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print)

Special Approval Type	Cards Impacted (e.g. job function, job title, job category, etc.)	Explanation required for all special requests	Approved by (OPB)	OPB Date of Approval
Prohibited Purchase	Due to the drastic cut-back of cardholders and leaving only one at sites (not all sites have one), all active cardholders will need to purchase required services and items.	For vehicles that are not required to be on the ARI program, and use the PCard. The users know that they are required to manually enter the transactions into ARI Insights. Also, the Department needs to buy small parts (windshield wipers, batteries, etc...) for vehicles that are on the program to save money. Again, the users know that they are required to manually enter the transactions into ARI Insights. The Department has over 150 specialty vehicles or Island vehicles that are not required to be on the program. However, these vehicles must still be repaired and maintained. These vehicles are in all Divisions and Sections/Sites, therefore, all cardholders need this exception. The same goes for buying batteries, windshield wiper blades. This saves the department at least \$20 per instance when we do it ourselves and with the number of vehicles we have, that adds up.	3. Approved to allow the purchase of vehicle parts and repairs (Prohibited Purchase) that are not required to be on the ARI maintenance program and use the Pcard as the payment method. Users are required to manually enter the transaction into ARI Insights. Also, the Department is approved to <u>buy</u> small parts (windshield wipers, batteries, etc...) This approval does not cover the purchase of routine supply type items. The Department's internal approval process must be followed and documented for all purchases made utilizing this special approval.	03/27/17
Unplanned, non-routine purchases over \$1,000	Due to the drastic cut-back of cardholders and leaving only one at sites (not all sites have one), all active cardholders will need to purchase required services and items except Administration.	Vehicle repairs that are not required to be one the ARI maintenance program. This crosses all divisions because of all of the specialty vehicles we have....dump trucks, fish transporter trucks, etc...	4. Approved for an exemption to the requisition process for the identified cardholders for unplanned, non-routine purchases over \$1,000 for vehicle repairs that are not required to be on the ARI maintenance program. This approval does not cover the purchase of routine maintenance type items. The Department's internal approval process must be followed and documented for all purchases made utilizing this special approval.	03/27/17
Unplanned, non-routine purchases over \$1,000	Due to the drastic cut-back of cardholders and leaving only one at sites (not all sites have one), all active cardholders will need to purchase required services and items except Administration.	Due to job functions, the cardholder must support the Department 24/7. There will be times the cardholder will need to purchase items related to the maintenance/repair on facilities that are not planned. (plumbing, electrical, heating and air, chillers, generators, equipment rental, etc.) These repairs may occur after hours, or on weekends and holidays. They may be critical, time-sensitive repairs and services affecting 1 or more sections within the Department and their customers.	5. Approved for an exemption to the requisition process for the identified cardholders for purchases related to facilities and related equipment that are unplanned, non-routine and urgent in nature over \$1,000. (i.e. Plumbing and electrical issues, weather related damage, broken items such as windows, doors, etc., heating and air repairs, etc.) This approval does not cover the purchase of supply type items. The Departments internal approval process must be followed and documented for all purchases made utilizing this special approval. (Due to the drastic cut-back of cardholders and leaving only one at sites (not all sites have one), all active cardholders will need to purchase required services and items except Administration.)	03/27/17

Special Approval Type	Cards Impacted (e.g., job function, job title, job category, etc.)	Explanation required for all special requests	Approved by (OPB)	OPB Date of Approval
Unplanned, non-routine purchases over \$1,000	Due to the drastic cut-back of cardholders and leaving only one at sites (not all sites have one), all active cardholders will need to purchase required services and items.	<p>Due to job functions, the cardholder needs the ability to support the Department 24/7. There will be times the cardholder will need to purchase technology items or services not covered by GETS when systems go down or technology items break. These events may occur after hours, weekends and holidays. These items may include but are not limited to urgent equipment repairs and maintenance, specialty software not available in the Marketplace, specialty equipment repairs, and services. These are critical, time-sensitive repairs affecting 1 or more sections within the Department and their customers.</p>	17. Approved for an exemption to the requisition process for the identified cardholders for unplanned, non-routine purchases over \$1,000 for <u>IT</u> related items not covered by GETS.	03/27/17
Planned, routine under \$1,000 (non-requisition process)	Parks, Recreation, and Historic Sites Division cardholders	Internet purchases for items needed for cultural and natural programming events (for example, Civil War re-enactment, snake or bird demonstration)	<p>14. Approved for an exemption to the requisition process for the identified cardholders for planned, routine purchases under \$1,000 for internet purchases for items needed for cultural and natural programming events (for example, Civil War re-enactment, snake or bird demonstration). The Department's internal approval process must be followed and documented for all purchases made utilizing this special approval.</p>	03/27/17
Planned, routine under \$1,000 (non-requisition process)	Parks, Recreation, and Historic Sites Division cardholders	Food for animals, programming and retail - for local & chain stores that do not accept a check. The food is perishable, so therefore time sensitive.	<p>18. Approved for an exemption to the requisition process the identified cardholders for planned, routine purchases under \$1,000 for perishable food for animals, <u>programming and retail - for local &amp; chain stores that do not accept a check</u>. Due to the nature of the items they cannot be bought in bulk and held until needed. This approval does not cover the purchase of supply type items of items need to operate the department on a day to day basis. The Department's internal approval process must be followed and documented for all purchases made utilizing this special approval.</p>	03/27/17

Special Approval Type	Cards Impacted (e.g. job function, job title, job category, etc.)	Explanation required for all special requests	Approved by (OPB)	OPB Date of Approval
Unplanned, non-routine purchases over \$1,000	Parks, Recreation, and Historic Sites Division cardholders	Commercial appliance replacement for rental facilities when a failure of equipment risks the loss of revenue. Local purchase or replacement domestic appliances for rental properties, residences, and other facilities when a failure has occurred and immediate replacement is required.	19. Approved for an exemption to the requisition process the identified cardholders for unplanned, non-routine purchases over \$1,000 for commercial appliance replacement for rental facilities when a failure of equipment risks the loss of revenue. Local purchase or replacement domestic appliances for rental properties, residences, and other facilities when a failure has occurred and immediate replacement is required.	03/27/17
Other (explain in detail)			24. Approved for an exemption to the requisition process for the identified cardholders for planned, routine purchases under and over \$1000 for the purchase of items for resale as required by the department. This approval does not cover the purchase of supply type items. The Department's internal approval process must be followed and documented for all purchases made utilizing this special approval.	03/27/17