

Procurement Cards	POLICY	
	Document Number:	FRS-PL-029.1
	Version Number:	01

1.0 Purpose:

To increase efficiency and to establish the authority within VTA to issue procurement cards to approved employees to be used for appropriate types of small purchases.

2.0 Scope:

This Policy applies to all VTA departments and all vendors participating in the established VTA procurement process.

3.0 Responsibilities:

It is the responsibility of the Purchasing and Materials Manager to draft and obtain approval of this Policy to assure organizational understanding and compliance with this Policy.

4.0 Policy:

4.1 The Purchasing and Materials Manager may issue Procurement Cards to approved employees. In doing so, the Purchasing and Materials Manager thereby delegates purchasing authority to these employees in the amounts and within the limits contained in this policy/procedure.

4.2 Procurement Cards shall be used in strict accordance with the procedures outlined in Procedure FRS-PR-029.1 and will only be used to procure goods and services approved for VTA purposes.

4.3 In addition to other limits that may be established, there shall be a maximum limit of \$3,000 per transaction on each card issued unless otherwise approved in writing by the Purchasing and Materials Manager.

4.4 Each employee who requests a procurement card shall receive training in the use of the card and the record keeping required prior to a card being issued. Included in this training is the VTA Procurement Code of Ethics and Criminal Misconduct.

4.5 The Purchasing and Materials Manager shall immediately revoke the Procurement Card of any employee who is determined to have made an unauthorized purchase or has failed to comply with the requirements of this policy or the Procurement Card Manual.

5.0 Definitions:

5.1 Records of individual cardholder transactions shall be the responsibility of the cardholder.

5.2 Records relating to the administration of the Procurement Card Program shall be the responsibility of the Program Administrator.



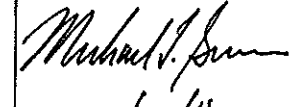
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5.3 Records relating to the payment of approved invoices shall be the responsibility of the Disbursements Department.

6.0 Summary of Changes:

Change in the dollar limit in Section 4.3, periodic review of Policies and Procedures and reformatting to a new format.

7.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Thomas B. Smith Purchasing and Materials Manager	 Joseph T. Smith Chief Financial Officer	 8/23/11 Michael T. Burns General Manager

Date Signed