

Administrative Procedures	
Procedure No. 510.1A Policy No. 510	<b>Name of Procedure</b> <b>BUSINESS PRACTICES</b>

## 510.1A BUSINESS PRACTICES

### A. Purchasing (Procurement)

#### 1. Purchasing Card

**INTENT:** Designated employees will be issued a US Bank VISA Purchasing Card as requested by the unit vice president or dean in order to reduce paperwork and turnaround times associated with the purchase requisition/field order process. Card Custodians and their supervisors are responsible for the proper use of the card, as well as the timely review and approval of required documentation for payment.

#### **GUIDELINES:**

Use: The card will be used for college business only to purchase supplies, materials and tools less than \$1000/per unit unless authorized by the appropriate vice president or dean, and for business-related travel expenses. The credit card may, on occasion, be used for emergency purchases when authorized by an administrative supervisor.

The majority of the Cards will be issued under Lower Columbia College departments, and will be checked out by staff when needed by the appropriate Custodian.

#### Control:

The Purchasing Card Administrator, or their designee, will issue a Card to the Custodian after they have signed a Purchasing Card Custodian/User Agreement form and they have received training on Card use. The Card Administrator will maintain a master list of all Cardholders and Custodians and is responsible for issuing or canceling all Cards, lost or stolen Card, and Card fraud.

#### Documentation:

All paperwork for each purchase including charge slips, vendor invoices, packing slips, and internet receipts, must be presented to the Custodian upon return of the Card. The Custodian will maintain a department Card log to track Card use and is responsible for providing complete documentation for all Card activity to the Finance Office monthly by the 5<sup>th</sup> working day after statements are posted. Failure to provide adequate documentation or misuse of the Card may result in loss of Card privileges.

#### Rebates

All rebates received from US Bank will be posted as miscellaneous revenue to fund 148.

## B. Coffee & Light Refreshments

1. It is the practice of Lower Columbia College to allow operating budget expenditures for coffee and light refreshments during specific types of business-related meetings as outlined below, and as covered in [SAMM 70.10](#) and in RCW [43.03.050\(4\)](#). In accordance with Executive Order 13-06, the college will endeavor to incorporate healthy food and beverages within the refreshment offerings.
  - a. The purpose of the meeting is to conduct state business or to provide formal training that benefits the state.
  - b. The coffee or light refreshment is an integral part of the meeting or training session.
  - c. The college will obtain a receipt for the actual costs of the coffee and/or light refreshments.

Coffee and Light refreshment expenditures are not allowed for anniversaries or receptions for new, existing, and/or retiring employees of LCC; or for any “hosting” activities.

2. Documentation:

The LCC Coffee and Light Refreshments or Meals with Meetings form or equivalent documentation must be completed for each meeting. Prior/Advanced approval should be received before the date of scheduled meeting. The pre-approved Coffee and Light Refreshments or Meals with Meetings form must accompany the purchase order or credit card receipt.

## C. Meals with Meetings

1. It is the practice of Lower Columbia College to allow operating budget expenditures for meals with business meetings (includes conferences, conventions, and formal training sessions) as covered in [SAMM 70.15](#) and in RCE [43.03.050\(3\)](#). The following criteria must be met for the expenditure for the meal to be allowed:
  - The purpose of the meeting is to conduct official state business or to provide training.
  - The meals are an integral part of the business meeting or training session
  - The meeting or training session takes place away from the employee’s regular workplace
  - Approval for the meal reimbursement must be obtained in advance by completing the LCC Coffee and Light Refreshments or Meals with Meetings form. One time approvals for recurring meetings can be made at the time of the initial request.