

OFFICE OF THE GOVERNOR

1.05 Purchasing Cards Policy

I. PURPOSE

This policy defines and establishes procedures regarding the use of purchasing cards for the Office of the Governor (GOV).

II. SCOPE

This policy applies to all GOV employees that use purchasing cards.

III. POLICY

Purchasing cards are an alternative method for purchasing goods and services. The card should be considered for payment for all authorized vendor purchases except as noted in this policy.

All purchasing cards are to be used for official state business only. Personal use of an agency credit card by individual GOV employees is prohibited.

A purchaser's single transaction limit is \$3,300. Purchases must not be deliberately split to circumvent this limit.

All purchases must comply with current state procurement procedures. The use of the purchasing card does not negate or supersede the requirements to follow agency and statewide procurement procedures. The requirements to purchase from mandatory use contracts must be adhered to when using a purchase card. All users must have a working knowledge of all applicable policies, rules and guidelines pertaining to the purchase of goods and supplies.

The card will not be used: See [SAM 45.10.50](#)

- To make personal purchases;
- To obtain cash advances from financial institutions;
- To purchase equipment, material or supplies restricted by policies, guidelines or contractual agreements; or
- For travel-related expenses such as transportation, lodging and meals.

In emergent situations hotel rooms may be reserved using the GOV VISA card, but staff are to get an advance to pay for the room prior to leaving or charge the cost to their own VISA card when they arrive. The hotel must be informed immediately of any changes/cancellations so that GOV's VISA card is not charged for a room that was not used.

IV. RESPONSIBILITIES

The OFM Financial Manager will serve as the purchasing card manager who is responsible for:

- Developing agency policies and procedures for using the purchasing card,
- Providing training to card users,
- Reviewing purchasing Card applications, and
- Ordering cards from the Purchasing Card provider.

The Executive Assistant to the Chief of Staff and Deputy Chief of Staff is the purchasing card custodian who will be responsible for:

- Safeguarding the assigned purchasing card,
- Keeping a log of credit card users,
- Maintaining the purchasing card receipts,
- Reconciling the receipts to the monthly invoice, and
- Authorizing and forwarding the monthly invoices and receipts to OFM Accounting for payment.

The credit card user is responsible for:

- Using the purchasing card in accordance with agency policies and procedures, Making only purchases authorized by the Deputy Chief of Staff.
- Returning the purchasing card and receipts to the purchasing card custodian in a timely manner.

RELEVANT LAW AND OTHER RESOURCES

WAC 200.300

SAAM Chapter 10.10.45.a

SAAM Chapter 10.30.60.a.

SAAM Chapter 10.50.40

SAAM Chapter 20

SAAM Chapter 40.30.40

SAAM Chapter 40.30.50

Approved by:

Kelly A. Wicker, Deputy Chief of Staff