

PROGRAM OVERVIEW

INTRODUCTION

Welcome to the Maricopa County Community College District (MCCCD) Purchasing Card Program. The fiscally driven Purchasing Card Program is designed to authorize employees to make small-dollar purchases of materials and supplies in support of operations, without undue delay. The MCCCD Purchasing Department, in conjunction with American Express and the campus fiscal agents, will issue the cards.

WHAT IS THE PURCHASING CARD?

The Purchasing Card is a credit card issued by American Express. It is a flexible purchasing tool that offers an alternative to the existing MCCCD purchasing processes and provides for an efficient and effective method of payment for items purchased. The card is to be used only for official MCCCD purchases and must follow MCCCD purchasing policies and procedures.

In Brief, a Purchasing Card is:

- Authority and responsibility granted by MCCCD to individual designated MCCCD employees.
- For official District use only
- Authorized for purchases of \$2,500 or less (colleges/sites may elect for a lesser or greater amount).
- Authorized for use with only certain categories of merchants and commodities.

A Purchasing Card is NOT:

1. A means to avoid appropriate purchasing or payment procedures.
2. A card to obtain cash, credit, or gift cards.
3. A right of employment.
4. For personal use.

WHAT ARE THE BENEFITS OF A PURCHASING CARD?

The Purchasing Card enables cardholders, purchasing, and accounting staff to perform more efficiently and focus on the value-added aspects of their jobs by:

- Reducing the time needed to purchase and receive supplies.
- Reducing the number of requisitions and purchase orders.
- Reducing petty cash use and reimbursements.
- Reducing the number of checks issued.
- Reducing invoicing problems.

OBTAINING A CARD

- All participants must be permanent, full-time, board-approved employees of Maricopa Community Colleges.
- The individual must obtain approval from the department head and campus fiscal authority for participation in the program.
- Each participant must complete an Individual Purchasing Cardholder Application, and a Purchasing Cardholder Agreement.
 - The department head must sign the Cardholder Agreement
- The assigned reviewer must sign a Purchasing Card Reviewer Agreement form.
- Each participant and their assigned reviewer must attend a training session before a Purchasing Card can be issued. Training sessions are held once a month. The schedule is available on the Purchasing Card Web Site.

FORMS ARE AVAILABLE FROM YOUR FISCAL OFFICE OR THE PURCHASING CARD WEB SITE.