

NORLIC PURCHASING CARD POLICY AND PROCEDURE MANUAL

OVERVIEW

The NORLIC Purchasing Card Program is offered through M&T Bank. The purpose of this policy is to improve efficiency and streamline the purchasing process of small dollar items. Each purchasing card is issued to a named individual and is designated with NORLIC clearly shown on the card. The Executive Director and Board of Directors will monitor the performance of the program. Each card will have a limit of \$5,000.00.

RESPONSIBILITIES

Authorized personnel who make frequent, low-dollar purchases for NORLIC business are eligible for a purchasing card. Purchasing card controls will be established for each cardholder limiting the dollar amount per transaction and monthly transaction amount.

The purchasing card is intended for use by the employee whose name is embossed on the card. No other person is authorized to use the card. The cardholder is responsible for all transactions that occur on his/her card. The cardholder shall be held personally responsible for inappropriate charges and will:

- Hold and secure purchasing card issued to self
- Comply with all NORLIC purchasing guidelines and procedures.
- You **MUST** have funds available in the appropriate account line to pay for any purchase. If necessary a line item transfer shall be completed prior to using a purchasing card.
- Have a legitimate business purpose for all purchasing card transactions.
- Make sure purchases are tax exempt compliant.
- Collect all original receipts (including on-line receipts) and sign each receipt to acknowledge the card was used with the cardholder's authorization.
- Submit signed receipts and all related documentation for payment processing within 24-hours.
- Obtain receipt from supplier when an item or items are returned for a refund.

Each authorized personnel shall sign the Employee Procurement Manual Receipt which shall be filed with the Executive Director.

CARD USAGE

Limitations and Restrictions

Each card is assigned a credit limit. This includes a limit placed on single transactions which means the card will be declined if an attempt is made to purchase more than this set amount at one time. Do not split a purchase to avoid the single transaction limit. If the single transaction limit will prevent optimum usage of the program, discuss this with your Approver. In addition to the single transaction limit, every cardholder has a total monthly dollar limit assigned to his/her account. These amounts shall be set annually by the Board of Directors.

Lost or Stolen Cards

The cardholder is responsible for the security of the card and any purchases made to the account. If the card has been lost or stolen, immediately report this information to the Executive Director and the issuing credit card company. It is extremely important to act promptly in the event of a lost or stolen card to avoid NORLIC liability for fraudulent transactions.

Authorized Purchases

All purchases made shall comply with the current NORLIC Purchasing Policy and all other competitive bidding laws of the State of New York.

The following are examples of potential purchases that can be made with the purchasing card:

- Hotel, airline and train travel, and car rentals
- Conference fees
- Office supplies
- Minor building equipment and supplies
- Minor computer equipment, software, and supplies
- Spare parts and hardware
- Company letterhead, business cards, stationery
- Repairs, maintenance, and cleaning supplies
- Printing/presentation services
- Subscriptions and periodicals
- Petty cash purchases
- Any other expenses authorized by the Executive Director/Board of Directors

Unauthorized Purchases

The following purchases are not permitted with the purchasing card:

- Alcoholic beverages
- Any item for personal use
- Travel/entertainment expenses

- Gifts of any kind
- Cash advances/reimbursements
- Purchases over the cardholder's transaction limit
- Multiple purchasing card transactions (splitting) to circumvent the limit
- Use of the card by anyone other than the authorized cardholder

The list is not all-inclusive; if there are questions about whether or not the purchasing card can be used for a purchase, please contact the Executive Director

Misuse or Abuse of the Card

As with any NORLIC purchases, the card is not to be used for any product, service or with any merchant considered to be inappropriate for NORLIC funds. If you have any doubt whether purchase should be made with your purchasing card, contact the Executive Director.

**MISUSE OF THE CARD WILL RESULT IN FORFEITURE OF THE CARD
AND POSSIBLE DISCIPLINARY ACTION.**

**NORLIC Purchasing Card
PROCEDURE MANUAL RECEIPT**

I, _____ have read and
(please print)
understand the purchasing card guidelines as outlined in the Procedure Manual.

The NORLIC Purchasing Card Procedure Manual describes the guidelines and procedures governing the official use of the NORLIC Purchasing Card.

(signature)

(date)