

**POLICY PT-003****Purchase Card (P-Card) Program**

Policy Number:	PT-003	Date Approved:	November 23, 2010
Title of Policy:	Purchase Card (P-Card) Program	Council Res. Number:	348-08
Prepared By:	Purchasing Services	Effective Date:	November 23, 2010
References:	Procedures PT-003-P Policies PT-002, AD-022, AD-024	Previous Revision Date:	October 25, 2005

PURPOSE

The purpose of this policy is to provide for the use of a Purchase Card (P-Card) as a more efficient, effective, and convenient method for making County purchases which do not lend themselves easily to current purchasing practices.

POLICY STATEMENT

Elected officials and authorized staff may use the P-Card for County purchases as stipulated in this policy.

DEFINITIONS

1. The "Purchase Card" or "P-Card" is defined as a credit card such as Visa™ or MasterCard™ on which designated County employees can make purchases on behalf of the County. The P-Card will be embossed with both Parkland County and the individual's name.
2. "Purchase Card Administrator" or "PCA" refers to the Purchasing Coordinator.

SCOPE

This policy applies to all elected officials and staff with authorization to make purchases with the P-Card.

RESPONSIBILITIES

Purchasing Services is responsible for the development, approval, implementation, monitoring and evaluating of this policy.

1. Purchase Card Authorization Limits

Any changes to positions credit card spending limits will be reviewed by the "Purchase Card Administrator" or "PCA" and approved by the Chief Administrative Officer.

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