



## **AP 6333 Credit and Procurement Card Procedure**

### **References:**

None

**Department:** The Contract and Procurement Office administers all College credit accounts for staff usage.

**Contact:** Contract and Procurement Director (541) 955-7576

### **Credit Accounts**

The College maintains credit accounts for authorized staff purchasing. Credit Accounts include approved lists of staff for in-store charging, Home Depot and Lowes credit card accounts, Chevron and Carsen Oil fuel cards and the College's P-Card program through U.S. Bank.

The Vice President of Operations and Finance will approve any and all credit account access including the College P-Card.

### **In-Store Credit Accounts**

In-store credit accounts are not to be substituted for normal and customary purchasing procedures. The accounts are set up with a small number of local offices to allow departments to acquire items on demand for instruction, College maintenance and emergency repairs. All purchases should be made using a valid requisition (REQ) number as generated through Jenzabar (J1 or JICS) for that purchase under the vendor's name.

The Contract and Procurement department will communicate with the local business and maintain an approved buyers list. Only those staff on the approved list should be allowed to make purchases on the College's In-Store account.

### **In-Store Purchasing Procedure for Approved Staff**

- Obtain a REQ# for the vendor from the department Admin.
- Provide the REQ# to the vendor when placing the order.
- Obtain a detailed receipt of the items purchased to be used to complete the REQ.
- The department is responsible to complete the REQ with 24 hours of purchase and send for approvals. Only one REQ per receipt should be created and should be the same REQ as provided to the vendor so that Accounts Payable can easily identify the transaction.



- The REQ should indicate the date the items were picked up and followed with an email to Shipping and Receiving at [ShippingReceiving@roquecc.edu](mailto:ShippingReceiving@roquecc.edu)
- Copies of the receipt should be sent by email to [accountspayable@roquecc.edu](mailto:accountspayable@roquecc.edu) with the REQ# clearly written on the receipt or the original may be sent by campus mail to Accounts Payable, RWC-JO2.
- **If a detailed receipt is lost, the purchaser must contact the vendor for a copy.**

### P-Card (One Card) Procedures

It is acceptable to use a College One-Card under the following circumstances:

- In instances when a vendor will not accept a Purchase Order (PO) or a College check for payment.
- Emergency procurements.
- Ordering items online (note: Pre-approval from the department supervisor should be received prior to placing the order online\*).
- Travel related expenses (e.g. airfare, lodging, registration, etc. – refer to Travel Policy for detail). <https://www.roquecc.edu/BOE/policies/AP7400.asp>

Card holders are responsible for gathering all receipts for travel and purchase related expenses. The card holder shall safely maintain all monthly receipts for inclusion in their monthly One Card Reconciliation process. Accounts Payable will download all card purchases each month and will submit an excel spreadsheet to the card holder with all charges listed.

The card holder or designee shall match each listed purchase with the corresponding receipt, add the appropriate account number to be charged and an explanation of the charge to the spreadsheet. The spreadsheet should be copied as a PDF and each receipt should be attached in the order listed on the spreadsheet and added to the One Card Reconciliation attestation form behind the spreadsheet. The original spreadsheet after all information has been documented should be emailed to [accountspayable@roquecc.edu](mailto:accountspayable@roquecc.edu).

For Items to be Delivered to RCC:

- Items must be shipped to the RCC Redwood Campus Location only. **Shipments sent to locations other than RCC will not be reimbursed** (shipments made to off campus locations while traveling on College business may be considered for reimbursement, for approvals contact the Contract and Procurement Director at 541 955-7576)



- Send an e-mail to Shipping and Receiving at [ShippingReceiving@rogucecc.edu](mailto:ShippingReceiving@rogucecc.edu) , and type in the subject line: Items ordered by credit card. In the email include the One Card, employee name, date ordered, vendor name and delivery location.

#### For Items to be Picked Up:

- Purchases made with the One Card should be picked up by the Authorized card holder only, or their designee, if permitted by the store/vendor.

#### For Travel:

- Review the Travel Policy for reimbursable expenses and dollar limits for specific travel related purchases.
- A Travel Professional Growth Program (TPGP) form in Etrieve should be created and submitted prior to any planned travel event. One Card expenses should be listed on the TPGP form and receipts submitted through the monthly One Card Reconciliation process.
- Meals are paid per diem. The One Card should not be used for meals when traveling Out of District. Please refer to Travel Policy for more information.
- **If a detailed receipt is lost, the cardholder must contact the vendor for a copy.**

#### In-Store Credit Cards

- Create a REQ using the Vendor as listed in JI or JICS (e.g. Home Depot Credit Services etc.).
- Separate REQs should be processed for each receipt.
- The REQ should match the receipt. In the REQ description box, please describe what was purchased , add additional description in the comment bubble if needed. . Be sure to add the date received to the catalogue box or in comments, so that the items can be received by Shipping and Receiving.
- **Send the detailed receipt** with the **REQ Number clearly written** on it to Accounts Payable by email to [accountspayable@rogucecc.edu](mailto:accountspayable@rogucecc.edu) or originals by campus mail to Accounts Payable, RWC-JO2.
- **If a detailed receipt is lost, the cardholder must contact the vendor for a copy.**

#### Fuel Cards

The College maintains a fuel cardlock account with Carson Oil. Departments that regularly travel such as Athletics or that maintain a fleet of vehicles for College business



may have fuel cards issued to staff. The College will receive a monthly invoice for fuel purchased for each Cardlock department. The department will be asked to create a REQ for the invoice. There are no receipts for Cardlock purchases. Departments are responsible to review the vendor portal and verify that the transactions are accurate based on scheduled travel.

Retail fuel purchases (at stations when Cardlock is not available) made with Cardlock cards will provide a receipt and copies should be provided to the department admin for review and submission to Accounts Payable.

Chevron Cards may be checked out for staff who do not have a College P-Card or Carson Oil card for use when traveling out of district. Costs for fuel associated with travel should be listed as an expense the TPGP. The TRIP number should be clearly written on the receipt and sent to Accounts Payable.

**Rescinds Procedure Number: None**  
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