



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

### **References:**

None

### **Department:**

The Rogue Community College (RCC) Contract and Procurement Office administers all College credit accounts for staff usage.

### **Contact:**

Contract and Procurement Director (541) 956-7200

### **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 purchase order (PO) for that purchase under the vendors 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 PO number for the vendor from the department administrator.
- Provide the PO number to the vendor when placing the order.
- Obtain a detailed receipt of the items purchased to be used to complete the PO.
- The department is responsible to complete the PO with 24 hours of purchase and send for approvals. Only one PO per receipt should be created and the PO number should be the same PO as provided to the vendor so that Accounts Payable can easily identify the transaction.
- The PO should indicate the date the items were picked up and followed with an email to Shipping and Receiving at [Ship&Recieve@roquecc.edu](mailto:Ship&Recieve@roquecc.edu)

- Copies of the receipt should be sent by email to [Accounts Payable](#) with the PO number clearly written on the receipt or the original may be sent originals 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 Procedures:**

It is acceptable to use a College P-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: a PO should be completed and approved through RAPS prior to placing the order online\*).
- Approved travel (e.g. airfare, lodging, registration, etc. – refer to Travel Policy for detail).  
<https://web.roquecc.edu/administrative-procedures/travel-and-other-reimbursement-ap-056>

*\* If it is not possible to create a purchase order prior to purchase, then a PO should be generated within 24 hours of purchase or immediately upon return to campus or remote work location.*

- Create a PO and select the vendor as “One Card, last name, first name”.
- Separate POs should be processed for each purchase.
- The PO must be itemized to match the receipt. This will allow Shipping and Receiving to receive the items in the system.
- In the PO description box, please note which vendor the items were purchased from and the date ordered on line 1 with the first item. (e.g. supplyco.com, 9/26/21, blue widget \$1.99) Additional lines should only be the item description.
- **Send the detailed receipt** with the **PO Number clearly written** on it to Accounts Payable by email to [Accounts Payable](#) 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.**

#### **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 541 956-7200)
- Send an e-mail to Shipping and Receiving at [Ship&Recieve@roquecc.edu](mailto:Ship&Recieve@roquecc.edu), and type in the subject line: Items ordered by credit card. In the email include the PO number, date ordered and vendor name.

**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.
- In the PO description box, please note which vendor the items were purchased from and the date picked up on line 1 with the first item. (e.g. Fred Meyer, picked up 9/26/21, highlighter set \$5.49)

**For Travel:**

- Review the Travel Policy for reimbursable expenses and dollar limits for specific travel related purchases.
- A Travel Request (TR) should be created and submitted within 24 hours of arrangements being made. The vendor selected for One Card expenses will be “One Card, last name, first name.”
- 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.
- **Send the detailed receipt** with the **TR Number clearly written** on it to Accounts Payable by email to [Accounts Payable](#) 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.**

**In-Store Credit Cards**

- Create a PO using the Vendor as listed in RAPS (e.g. Home Depot Credit Services etc.).
- Separate POs should be processed for each receipt.
- The PO must be itemized to match the receipt. This will allow Shipping and Receiving to receive the items in the system.
- In the PO description box, please note the date purchased on line 1 with the first item. Additional lines should only be the item description.
- Send an e-mail to Shipping and Receiving at [Ship&Recieve@roquecc.edu](mailto:Ship&Recieve@roquecc.edu), and type in the subject line: Items ordered by credit card. In the email include the PO number, date received and vendor name.
- **Send the detailed receipt** with the **PO Number clearly written** on it to Accounts Payable by email to [Accounts Payable](#) 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 PO 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 administrator 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 in RAPS under Travel. The Travel Request number should be clearly written on the receipt and sent to Accounts Payable.

**Rescinds Procedure Number:** None

**Approved:** January 4, 2022