

## Update to pCard Policies/Procedures, Effective Immediately

For purchases that fall within pCard Program rules, the following pCard policies/procedures shall apply effective immediately.

### Single pCard transactions up to \$9,999.99\*

1. Department Director may establish internal policies to monitor pCard spending under \$10,000.00.
2. If the purchase exceeds \$5,000.00, in addition to Department Director approval, a Purchase Order Number must be entered in the "PO# or TO#" field in PaymentNet.

### Single pCard transactions \$10,000.00 and greater\*

1. Must be pre-approved by Department Director, Budget and Deputy City Manager/Assistant City Manager (DCM/ACM), prior to purchase with a pCard.
2. In addition to Department Director, Budget and DCM/ACM pre-approval, a Purchase Order Number must be entered in the "PO# or TO#" field in PaymentNet.
3. It is the responsibility of the Reconciler and Approver to ensure that transaction notes in PaymentNet state: "Purchase was pre-approved by Director, Budget and DCM/ACM prior to purchase. Documentation is on file."

\*After 3:00 p.m. on the fourth business day, the Department pCard Liaison shall provide Department Director a "Transaction Detail Report with Account Codes and Notes" for all departmental pCard transactions exceeding \$9,999.99 for the previous billing cycle.

**Progressive disciplinary action shall apply if the above procedures are not followed. Refer to: *pCard Policies for Non-Compliance*.**