



Administrative Regulation

**PROCUREMENT CARD USE**

Policy #:	18.03
Effective:	04/05/2006
Revised:	06/17/2025
Owner:	Finance

**Note:** Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

**PURPOSE:**

To establish the appropriate use of the City of Springfield Procurement Card (P-Card). The program helps employees efficiently procure goods and services by reducing paperwork, providing faster access to materials, and enabling prompt vendor payments.

All P-Card activity must comply with State of Oregon procurement laws and applicable City policies.

**SCOPE:**

This regulation applies to all employees and contractors, issued or granted access to an individual City Procurement Card or Department Procurement Card.

**POLICY:**

Employees authorized to use a City-issued P-Card are entrusted to make purchases that support City operations. Each card includes defined spending limits and usage restrictions.

Employees must complete the required P-Card training and acknowledge their understanding of the responsibilities outlined in this regulation. Each cardholder must sign a P-Card agreement provided by the Procurement Card Administrator, confirming acceptance of the terms of use.

Cardholders must comply with all applicable laws, City policies, administrative regulations, and procedures when using a P-Card.

Departments issued a Department Procurement Card must designate an authorized representative responsible for ensuring employees who use the card understand and comply with all terms of use.

Misuse of a P-Card or failure to comply with this regulation may result in revocation of card privileges and disciplinary action in accordance with City policy.

**PROCEDURE:**

**1. Procurement Card (P-Card) Request, Changes, and Limits**

- a. To request a new or updated card, the employee must submit a completed [Authorized Purchaser Form](#).
- b. Temporary changes to card limits may be requested by the Department Director via email.
- c. Spending limits, including per-transaction and monthly maximums, are set by the Department Director or their designee.

## **2. Allowed and Prohibited Purchases**

### **A. Allowable Purchases**

- a. The P-Card may be used to buy goods and services that are not restricted by law or City policy, if the purchase falls within the employee's assigned spending limit.
- b. The P-Card may be used for travel-related expenses if permitted under the City's Travel Reimbursement regulation.
- c. Fuel purchases are only allowed when returning a City vehicle to the Motor Pool. Only the amount of fuel needed to return to the City Fuel Facility should be purchased.

### **B. Prohibited Purchases**

- a. Employees may not use the P-Card for the following:
  - (1) Cash advances or refunds
  - (2) Capital equipment
  - (3) Alcoholic beverages
  - (4) Weapons or ammunition
  - (5) Consulting or contracted services
  - (6) Prescription medication
  - (7) Equipment trade-ins
  - (8) Cell phones, pagers & service plans
  - (9) Instructors or guest services
  - (10) Maintenance contracts
  - (11) Government services
  - (12) Entertainment
  - (13) Purchases that are split or structured to avoid procurement limits.
  - (14) Any item prohibited by City policies or law.
  - (15) Personal expenditures/personal items

### **C. Travel Exceptions Involving Family:**

- a. Personal costs shared during official travel (such as lodging or meals) may be charged to the P-Card but must be reimbursed within three (3) business days of returning.
- b. Receipts and documentation must be submitted.

## **3. Making a Purchase**

- a. Before making a purchase, employees must:
  - (1) Confirm the item or service is allowable under this regulation and procurement law.
  - (2) Make sure sales tax and Corporate Activity Tax (CAT) are not charged.
    - (i) The City is exempt from sales tax and CAT taxes.

- (3) Obtain an itemized receipt.
- b. If a transaction is declined, employees must contact the Procurement Card Administrator for assistance.

#### **4. Card Security and Loss Reporting**

- a. Employees must:
  - (1) Keep the P-card secured at all times.
  - (2) Never share the card or card number.
  - (3) Avoid saving card numbers with vendors.
  - (4) Make online purchases only on secure websites.
  - (5) Never email or fax card numbers.
- b. If a card is lost or stolen, the employee must immediately:
  - (1) Contact Bank of America at (888) 449-2273 and
  - (2) Notify the Procurement Card Administrator.
- c. The employee may be responsible for any unauthorized charges made before the card is reported lost or stolen.

#### **5. Post-Purchase Documentation and Corrections**

##### **A. Receipts**

- a. Employees must retain itemized receipts for all purchases.

If a receipt is lost or unavailable, printed confirmation showing the purchase details is acceptable.

##### **B. Returns and Credits**

- a. Employees must obtain credit documentation for any returned goods.
- b. Credit must be recorded with the same accounting code as the original purchase.

##### **C. Disputed Charges**

- a. Employees must first attempt to resolve any disputes directly with the vendor within ten (10) calendar days.
- b. If unresolved, the Procurement Card Administrator must be contacted.

#### **6. Monthly Reconciliations and Recordkeeping**

- a. Employees must submit all receipts to the department's designated proxy within three business days of the purchase.
- b. The proxy will review and assign the appropriate accounting codes in the Bank of America WORKS system.

- c. A manager must approve each transaction. Whenever possible, the cardholder, proxy, and approver should be different individuals.
- d. If reconciliation is not completed on time:
  - (1) The Finance Department will charge the default account.
  - (2) A correction must be submitted within thirty (30) calendar days.
  - (3) Failure to do so may lead to notification of the Department Director and suspension or revocation of the card.

## **7. Unauthorized Use and Non-Compliance**

- a. If a purchase appears to violate this regulation:
  - (1) The Procurement Card Administrator or Finance staff will request justification from the cardholder.
  - (2) Finance staff will investigate all suspected misuse.
  - (3) If a violation is found, the matter will be referred for disciplinary review.
  - (4) Failure to comply with this regulation (including missing receipts, untimely reconciliation, or unreimbursed personal charges) may lead to card revocation and disciplinary action as outlined in City policy.

## **8. Audits**

- a. The City will conduct periodic audits of P-Card transactions to ensure compliance.
- b. The City's external auditors may also review purchases as part of the annual audit process.

## **9. Termination of P-Card Use**

- a. The City's may revoke a P-card at any time.
- b. When an employee separates from the City, the department must notify the Procurement Card Administrator immediately.

## **DEFINITIONS:**

### ***Procurement Card (p-card):***

A City issued credit card used for purchases.

### ***Cardholders:***

An employee or contractor authorized to use a P-Card.

### ***Procurement Card Program Administrator:***

Refers to a Finance Department employee who oversees the P-Card program.

### ***Bank:***

The financial institution issuing and managing the City's P-Card account.

**RESOURCES:**

Administrative Regulation:

- [Travel Reimbursement](#)

Forms:

- [Authorized Purchaser Form](#)