

Los Angeles City College Administrative Services “ How To” Book	Plant Facilities	VI C-8
<b>How Do I Purchase with the Purchasing Card?</b>		

**A. Brief Description**

The Purchasing Card is the District credit card used for small dollar purchases of goods and services by the LACCD authorized employees. The use of the Purchasing Card is established and subject to Board Rule 7100 and Administrative Regulations B-19. It is also subject to the policies and procedures established in the Purchasing Card Policies and Procedures manual.

The card is limited to LACCD official use only. Any District or college employee whose position requires frequent completion of purchase requests for ordering purposes and revolving funds or other purchasing instruments for small dollar purchases is a candidate for receiving the purchasing card. Please note that a separate card can also be issued for travel purposes.

**B. How To**

1. Employees meeting the aforementioned criteria and interested in obtaining the purchasing card must follow the application process set forth in the Purchasing Card Policies and Procedures manual that can be found electronically on the District website.
2. To make purchases using the purchasing card, a cardholder must simply follow the same general procedures used for credit card purchases. The card may be used for a walk-in, telephone, fax, or internet purchase.
3. A cardholder must also be able to justify all purchases made on the purchase card, since the card may be used for only LACCD official purposes. If justification can not be provided for any purchases on the card, the Cardholder’s supervisor will address the situation in accordance with the LACCD policies.
4. The Purchasing Card Policy prohibits the use of the card for the following:
  - a) Rental or lease of land or buildings
  - b) Timeshares
  - c) Purchasing of telephone services, including Air phones
  - d) Cash advances
  - e) Overpayments
5. Payments for purchases made using the credit cards are processed via direct pay by the Purchasing Department.
6. Invoices are received by the cardholder who verifies the purchases made.

7. The verified invoices are approved by the cardholder's supervisor and the Vice President of Administration prior to submission to the Purchasing Department for processing and payment by the District's Accounts Payable Department.
8. The Purchasing Department (Accounts Payable) enters the invoice information in the SAP system.
9. The District Office Accounts Payable generates the check for the Credit Card Company and mails the check to the vendor or Credit Card Company.
10. The District Office Accounts Payable Department prepares the Board item with the amount and purpose for the purchase and submits the item to the Board of Trustees for ratification.