

P-Card Usage

Effective: March 14, 2011

UDOT 02A-04

Revised: December 5, 2017

Purpose

To clarify the use of the State of Utah Purchasing Card Program (P-Card) for the Utah Department of Transportation (Department).

Policy

The Department will follow the State's P-Card policy found at purchasing.utah.gov as well as Utah Procurement Code and Administrative Rule Title R33. P-Card purchases will comply with State Finance purchasing and payment policies (FIACCT 04 and FIACCT 05) found at finance.utah.gov with the following exception:

P-cards may not be used to purchase meals while traveling. The Department has elected to reimburse meals at per diem rates, not at actual expenditure amounts.

Please note the following guidelines:

Only P-Card Site Coordinators may issue P-Cards, change limits, and change purchase restrictions.

Only State employees may be issued and may use a P-Card.

P-Card Holders will attend training upon issuance of a P-Card and additional training as required by the P-Card Site Coordinator.

Department Procurement Division will collaborate with State Finance and with P-Card Site Coordinators to develop and maintain a statewide training course. P-Card Site Coordinators may augment this training with additional site-specific training.

P-Card Holders will collect receipts for statement reconciliation and will ensure goods and services purchased have been received.

P-Card Holders and Supervisors are responsible for entering the correct FINET coding block on the P-Card log or receipt.

Supervisors are responsible to communicate to the P-Card Site Coordinator when P-Card Holders under their supervision transfer, retire, or terminate from the Department.

Supervisors will attend training as required by the P-Card Site Coordinator.

Supervisors may not approve any P-Card purchases made expressly for their own use. Signature approval from the supervisor's manager is required.

P-Card statements will be reconciled monthly. It is the supervisor's responsibility to ensure that reconciliations are completed monthly. Failure to reconcile monthly may result in suspension of P-Card privileges.

Background

The P-Card Program was established to provide a more efficient and cost-effective purchasing alternative to petty cash, local check writing, low-value authorizations, and repetitive purchase orders.

Definitions

P-Card Site Coordinator – Employee at the Rampton Complex and at each Region Headquarter designated by management to administer P-cards at that location and to coordinate with the Division of Finance P-Card Coordinator.

P-Card Holder – Employee to whom a P-Card is issued and the only individual permitted to use that P-Card.