

# ***Purchasing Card Site Coordinators***

Each Agency/Department Head must designate one or more Site Coordinators for their department. It is best practice for Site Coordinators not to have their own card. However, if the designated Site Coordinator is required to be a purchasing card holder, and administer their own purchasing card, an exemption will need to be granted by the Director of State Purchasing.

It is the responsibility of Site Coordinators administering their own purchasing cards to have the monthly charges incurred on their purchasing card reviewed, signed, and dated by the next level of authority.

The Site Coordinator must receive training on the use of the Purchasing Card before any individuals in the department may receive a Purchasing Card.

## **Summary of Site Coordinator duties:**

- Oversee the Purchasing Card Program for their department.
- Identify, evaluate, and approve the need for a purchasing card based upon an employee's job requirements.
- Re-evaluate the need for a purchasing card whenever a cardholder's job requirements or status changes.
- Approve all Purchasing Card Application forms.
- Assist with the setting of transaction limits and vendor blocks.
- Monitor the use cards within the department assuring charges are made according to State and department policy.
- Provide ongoing training to cardholders on the use of the purchasing card.
- Provide up to date information to all departmental employees involved with the purchasing card.
- Assist cardholders in verifying and resolving returns, credits and discrepancies, as needed.
- Attempt to resolve disputes with vendor and/or Bank not resolved by cardholder. (Note: there is a 60 day period for resolution of disputes.)
- Ensure timely credit card statement reconciliation and approval for all cardholders.
- Verify that all charges against the cardholder's account are substantiated by proper and complete documentation.
- Maintain the Purchasing Card Logs with reporting documentation in a secure location at all times (locked cabinet is required) in compliance with State guidelines for record retention.
- Retain receipts, invoices, and purchasing card statements for a period of seven years.
- Notify Purchasing Card Coordinator/Administrator of lost or stolen cards.
- Collect and destroy cards from cardholders who terminate employment, transfer to another department, or when card use is no longer a need.
- Request the Purchasing Card Coordinator/Administrator change account codes for cards as needed.
- Notify the Purchasing Card Coordinator/Administrator when there are changes in roles within the department (e.g., new/replaced card coordinator, or a change in those with rights to view transactions).
- Assist Purchasing, Accounting, plus any other reviewers and auditors in examining the department's Purchasing Card Program.
- Report continuous failure by a cardholder to follow purchasing card policy to the Administrator.
- Report incidences of possible purchasing card abuse to Administration, Finance, or Internal Audit, as appropriate for investigation.
- Alerting the Purchasing Card Coordinator/Administrator, Financial Services, or the Internal Auditor if you suspect a purchasing card is being used inappropriately.