

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

Policy 18 – Purchase Card

- I. **Purpose.** The purpose of this policy is to ensure the purchase card uses, roles and responsibilities are understood and all transactions processed within a framework of internal controls, proper accounting and transparency.
- II. **Policy.** The Authority will limit the number of cards issued to one. The intent of the purchase card is to facilitate transactions, not to utilize a line of credit. Therefore, all transactions will be reconciled monthly and all undisputed charges will be paid monthly.
- III. **Specific Provisions of Policy.**
 - A. The monthly card(s) transaction limit will be \$15,000.
 - B. The single purchase limit on the card(s) will be \$5,000.
 - C. The card is only authorized for Authority approved purchases. No personal purchases will ever be authorized on the card.
 - D. Improper use of the card will be considered misappropriation of Authority funds.
 - E. The employee(s) issued or using the card will at all times follow the cardholder use agreement (attached). Written acknowledgement of the agreement will be signed by the cardholder(s) and the CFO.
 - F. Staff is expected to use the highest professional judgment in any situations not covered by this policy or the cardholder agreement.
 - G. All transactions must comply with all Authority policies and Virginia Public Procurement Act requirements.
 - H. All charges will be billed directly to the Authority, reconciled and paid or disputed monthly.
 - I. The card is Authority property and will be surrendered immediately at the request of the Authority.
 - J. Charges made on the card are automatically assigned to a cost center assigned by the CFO.
 - K. The assignment of a card is based on functional need for Authority business only. Assignment of a card is not reflective of title or position.

- L.** The CFO will utilize available card features to disallow point of purchase transactions such as alcohol, cash advances, adult entertainment, etc.

Approved by the Finance Committee: December 5, 2014

Approved by Northern Virginia Transportation Authority: December 11, 2014



Cardholder Use Agreement

Your signature below is verification that you have read the Authority policies and this agreement; acknowledge an understanding of both and agree to comply with both. It also acknowledges that you have received the one card numbered _____.

1. I understand the card is for Authority-approved purchases only and I agree not to charge personal purchases.
2. Improper use of this card can be considered misappropriation of Authority funds. This may result in disciplinary action up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify Elan Financial Services by telephone. I will confirm the telephone call by mail or facsimile with a copy of the notification to the program administrator.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. I am considered responsible for any and all charges against the card. A log will be kept to record access to the card other than the card holder and will include the date, purpose of usage, total dollar amount and acknowledgement of receipt.
6. All charges will be billed directly to and paid directly by the Authority. The bank cannot accept any monies from me directly; therefore any personal charges billed to the Authority could be considered misappropriation of Authority funds.
7. As the card is Authority property, I understand that I may be periodically required to comply with internal control procedures designed to protect Authority assets. This may include being asked to produce the card to validate its existence and account number. I will be required to produce receipts and statements to audit its use.
8. I will receive a Monthly Reconciliation Statement (MRS), which will report all activity during the statement period. Since I am responsible for all charges as well as producing a reconciled request for payment. I will resolve any discrepancies by either contacting the supplier or the bank. The monthly statement, monthly reconciliation will be presented to the Authority accountant for review prior to final approval of the CFO.
9. The charges made against the card are automatically assigned to the cost center assigned to the card as specified by the CFO. This code cannot be changed without CFO involvement. When and if changed, the new accounting code will not affect any charges made prior to the change but will affect future charges.

I understand the card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the Authority and/or to provide for business travel. The card may be revoked based on change of assignment or location. I understand that the card is not an entitlement or benefit nor is it reflective of title or position.

AUTHORIZATION			
Employee Signature		CFO Signature	
Employee Printed Name	Date		Date