

## INSTRUCTIONS FOR SMALL DOLLAR ALLOWABLE PURCHASES VIA THE PURCHASING CARD

In 2005 the department was criticized for not having the prior approval of a supervisor for purchase's made on the PCard that were other than travel related and for having spending limits that were unnecessarily high. Therefore the department began the practice of requiring a Purchase Order (DO) for all departmental purchases, reduced the PCard spending limits, and required an approved justification for any limit over \$1,000 per month. In addition, the supervisor was required to approve the final invoice. By swinging the pendulum so far in the opposite direction, we have lost some of the benefits and initial intent of the program.

**With the implementation of Electronic Invoicing (EI) through MFMP the following vendors are excluded from this directive:**

- ⇒ **Office Depot**
- ⇒ **Grainger**
- ⇒ **Hayes**
- ⇒ **Ronco**

**This list will be updated as more vendors began using the EI function.**

**Effective July 1, 2008** the following small dollar purchases will be considered allowable via the PCard without the requirement of a Direct Order:

- ⇒ Conference or training registration for an individual less than \$2500.00 each (**The C676 form will still be required for these types of purchases**)
- ⇒ Office supplies, consumable equipment supplies or equipment (**not IT related**) less than \$250.00 for an individual item, not to exceed \$2500.00 for a total order. Examples of this are toner cartridges, calculators, document holders (for official state documents only), chair mats, electric staplers (General offices supplies)
- ⇒ Building or office cleaning and maintenance supplies, building repair supplies or tools. Purchases are not to exceed \$250.00 for an individual item and not to exceed \$2500.00 for a total order. Examples of this are air conditioner filters, cleaning solutions, mops, light bulbs, weed eater line, etc.
- ⇒ Vehicle repair & parts. (Installation costs associated with repairs are permissible, new vehicle component installation services are **not** allowed via the PCard)
- ⇒ Towing
- ⇒ Emergency purchase of commodities/services when access to MyFloridaMarketPlace in not reasonable.
- ⇒ Periodicals, Books, Manuals, etc.

Examples of disallowed purchases and practices include, but **are not** limited to:

- ⇒ Cash advances
- ⇒ Fuel purchases for state owned vehicles (use the ComData card)
- ⇒ Furniture
- ⇒ Food
- ⇒ Newspaper Advertisements
- ⇒ Decorative items (lamps, picture frames, clocks, etc.)
- ⇒ Computer hardware or software
- ⇒ All non-work or personal use items and services
- ⇒ Construction/Contractor type services
- ⇒ Recurring services

**Cardholders may not split transactions to stay within their limits. If the spending limit established is not sufficient then it is required that the purchase be made by the issuance of a Direct Order (DO) through MFMP.**

**Although this program allows for certain small-dollar purchases without using MyFloridaMarketPlace, the existing State of Florida laws, Department of Management Services (DMS) purchasing rules, and Department procedures must still be followed.**

Employees who misuse or abuse this privilege are subject to disciplinary action up to and including dismissal from employment as outlined in Chapter 6.2 Cardholder Misuse, Department of Juvenile Justice Purchasing Card Program Procedures Manual.

The Level 2 and Level 7 approvers will be responsible for ensuring that all PCard purchases are within purchasing guidelines and reporting any misuse to the Headquarters Purchasing Office. As a second line of defense against misuse, Finance and Accounting will continue to perform the monthly PCard reconciliation.

We have developed the attached purchase pre-approval form to be signed by the supervisor and attached to the invoice at time of submission. The supervisor is required to pre-approve each PCard purchase prior to ordering from the vendor. In addition, the supervisor is still required to sign the invoice prior to submission to Finance and Accounting. This form is required for all PCard purchases made within the established guidelines that are **not** processed on a Direct Order via MyFloridaMarketPlace (MFMP).

This form must be completed and submitted to Finance and Accounting with the invoice. Any PCard charges that do not have a Direct Order number or a completed pre-approval form will be considered out of compliance.

The PCard will still **only** be used for **official, state-related purposes and will not alter the current procedures and policies governing Travel related expenditures.**

Attachment