



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
8/10/12

PAGE NUMBER
1 of 3

NUMBER
DOC 200.335

POLICY

TITLE

PURCHASE CARD

REVIEW/REVISION HISTORY:

Effective: 11/23/98
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Reviewed: 7/6/15

SUMMARY OF REVISION/REVIEW:

No changes made.


APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

6/4/15

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 458-20-178](#); [DOC 200.050 Purchasing](#); [Purchase Card Custodian Desk Manual](#); [State Administrative and Accounting Manual \(SAAM\) Chapter 45.10](#); State Contract #04298; [Washington Purchasing Manual](#)

POLICY:

- I. The Purchase Card Program provides an alternative procurement method for purchasing goods and services to improve efficiency, flexibility, and convenience. Purchase cards will not be considered a primary procurement approach or used to avoid or bypass purchasing policies.
- II. All purchases made using the purchase card must comply with the purchasing requirements established by the Department of Enterprise Services' Washington Purchasing Manual and the delegated purchase authority set by the Department.
- III. All purchase card users must comply with and have a working knowledge of all applicable policies, rules, and guidelines pertaining to the purchase of goods and supplies, including the requirements contained in the Purchase Card Custodian Desk Manual.

DIRECTIVE:

- I. Purchase Card Custodian Desk Manual
 - A. The Purchase Card Custodian Desk Manual contains the Department's minimum standards for purchase cards. The Manual will be reviewed at the same time as the policy and updated as necessary.
- II. Direct Buy Purchases
 - A. The maximum value for purchases made using the purchase card is limited to the Direct Buy purchase authorization limit in DOC 200.050 Purchasing.
 - B. Purchase cards may have per transaction, per day, and/or per month limits lower than the Direct Buy limit.
- III. Issuing Purchase Cards
 - A. Supervisors may request a purchase card by contacting their respective Local Business Advisor (LBA) in writing.
 1. The LBA will review the business need for a purchase card and deny the request if there is no business need.

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2. If the LBA determines there is a business need for a card, s/he will seek written approval from the Appointing Authority, which will include recommended per transaction and per month purchasing limits.
 3. With Appointing Authority approval, the LBA will request a purchase card from the Department's Purchase Card Manager in writing, which will include the authorized per transaction and per month purchasing limits.
- B. The designated Card Custodian and his/her approving manager will:
1. Complete the Purchase Card Custodian training requirements as listed in the Purchase Card Custodian Desk Manual, and
 2. Sign and adhere to DOC 02-203 Purchase Card Agreement.
- C. The Purchase Card Manager will issue the purchase card to the Card Custodian after receiving verification that all requirements have been met.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

[DOC 02-203 Purchase Card Agreement](#)