

Village of Poplar Grove
Purchasing Credit Card Usage Policy
Adopted by the Board of Trustees on _____

I. Overview

The Village of Poplar Grove recognizes that the effective and timely procurement of goods and services is essential to operations. This policy establishes uniform procedures and accountability for purchases by way of the Village's purchasing credit card (PCard) program. The Village reserves the right to amend this policy by approval of the Board of Trustees.

II. Purpose

This policy is intended to:

- Establish clear and consistent purchasing procedures when obtaining goods and services via the Village's purchasing credit card.
- Designate and identify which employees may be authorized purchasing card holders.
- Enable designated employees to obtain goods and services promptly.
- Outline responsibilities and limitations for the use of Village purchasing cards.
- Safeguard public funds through responsible purchasing credit card practices, general purchasing protocols and internal controls. (See purchasing policy).

III. Scope

This policy applies to all Village departments, employees, and elected officials involved in the procurement of goods or services by way of the Village's purchasing Credit Card on behalf of the Village.

IV. Village Purchasing Credit Card Program (PCard) Usage

A. Authorized Uses

- Purchases within established cardholder limits.
- Travel-related expenses for official business.

- Vendor payments where open accounts are not practical or available.
- Require online payment or do not offer net billing.

B. Issuance

The following individuals are authorized to make purchases and use Village purchasing credit cards, subject to policy limits:

- Village President
- Village Clerk
- Department Heads (e.g., Public Works Supervisor, Village Treasurer)

No other employees may make purchases or use Village funds without written authorization from a Department Head or a majority of the Village Board.

- Cards are issued to approved personnel upon signing a Cardholder Agreement.
- Each card issued to an authorized purchaser will reflect a unique card number.
- All issued cards will be reflected on a single monthly statement.
- Cards remain Village property and must only be used for authorized Village expenses.
- Cards must be kept secure and reported immediately if lost or stolen.

C. Prohibited Uses

- Personal expenses (even with reimbursement intent)
- Cash advances or gift cards.
- Entertainment, alcohol, or tobacco.
- Purchases requiring Board or bid approval.
- Serial splitting of purchases to circumvent limits.
- Use with vendors where the Village has open accounts (unless authorized).

E. Transaction Procedures

- Obtain and retain all original itemized receipts.
- Submit receipts with invoice or AP batch within **5 days** of monthly statement receipt.
- Invoices that accompany credit card receipts should contain the following:

- Purchase Date
- Vendor Name and address
- Ship-to information or pickup information
- Quantity and description of goods/services
- Requesting employee's signature
- Resolve any disputes or return requests directly with vendors.

F. Spending Limits (See Purchasing Policy)

- Authorized purchases up to **\$5,000** per can be made in the open market with approval from the Department Head.
- Purchases exceeding **\$5,000** require 3 quotes and the approval of the Village President and Village Treasurer.
- These limits apply to purchasing card transactions and may only be exceeded in emergencies.
- Limits may be increased upon written request and Board approval.

G. Reimbursements

- Out-of-pocket purchases require a completed reimbursement form and original itemized receipt.
- Receipts must be free of visible credit card information (black out any card numbers).
- Reimbursements are subject to review and approval by the Department Head, Finance Department, or the Village President.
- Refer to the Petty Cash Policy for small reimbursements.

H. Lost or Stolen Cards

Report immediately to:

- **Credit Card Administrator** during business hours
- **Village President** after hours

V. Termination of Employment or Card Use

Upon separation from employment or reassignment:

- The cardholder must return their PCard to their Department Head.
- The Department Head will notify Finance to cancel the card immediately.

VI. Compliance and Enforcement

- Misuse of the purchasing system or PCard may result in disciplinary action, up to termination and legal action.
- The Finance Department and Village Board will periodically review purchasing activity for compliance.

Attachments:

- Tax Exempt Certificate (Available from the Clerk)
- Village PCard Cardholder Agreement
