

**WHITING FORENSIC HOSPITAL
OPERATIONAL PROCEDURE MANUAL
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SECTION II:	FISCAL
CHAPTER 10:	PURCHASING CARD CARDHOLDER WORK RULES
PROCEDURE 10.1	DEPARTMENT CARD GUIDELINES AND SECURITY PROCEDURES
Governing Body Approval:	January 23, 2020
New:	December 24, 2019

PURPOSE:

Detail the Policies for use of Department Purchasing Cards (P-Cards).

The requirements set forth in this document govern the physical handling of Department P-Cards. Purchasing with WFH P-Cards is solely for the purposes of paying for parking fees incurred in the transport of patients for medical reasons and court house visits.

SCOPE: All nursing staff, Managers, Supervisors, Unit Directors

PROCEDURE:

1. The Agency P-Card Coordinator shall keep an up-to-date list of all active Department Cards, along with the names of the Department Card Custodians responsible for securing them. The Agency P-Card Coordinator shall make sure that each Department Card Custodian is familiar with, and abides by, the State of Connecticut Purchasing Card Program Holder Work Rules and the more specific, Agency Purchasing Card Procedures for purchasing with P-Cards.
2. Each Department Card issued will have an individual transaction limit of \$20 in addition to 5 transactions per day. Limits shall be reviewed at least once per year (or as needed) and revised as appropriate to meet Facility needs.
3. For each Department Card issued within WFH, a Custodian shall be assigned, this will be the Unit Directors in Dutcher. The department Card Custodian is a specific agency staff person assigned with the responsibility of the security of the Department Card and the monthly activity reconciliations. The Department Card will be stored in a locked safe place within each unit.

4. On the back of each Department Card, the Signature Panel shall be signed with the phrase, "See Employee ID". Each Card User shall be instructed to carry his/her employee ID for verification purposes when using the Department Card for Parking Fees.
5. A Card User is an individual authorized by the Department Card Custodian to use a Department Card. Prior to obtaining authorization to become a Card User, the employee will provide the individual with a State of Connecticut Credit Card Use Policy, shall require the individual to sign that s/he has received such policy, and shall maintain the signed policy on file. Additionally, each Department Card Custodian shall ensure that all such individuals and Card Users are familiar with, and abide by the State of Connecticut Purchasing Card Program Cardholder Work Rules and the more specific, Agency Purchasing Card Procedures for actual purchasing with P-Cards. The existence of a signed State of Connecticut Credit Card Use Policy on file for the individual, and the proper and complete tracking of Department Card usage on the forms discussed below, including all required signatures, shall be considered authorization by the Department Card Custodian for the individual to be a Card User.
6. Department Cards are issued to the Department Card Custodian who is responsible for the security of the plastic and of reconciliation of the transactions. The Department Cards shall be held in a secure location at each site where they are issued. When a purchase needs to be transacted using the Department Card, it shall be released to a Card User for that purpose. All Department Cards usage shall be tracked and recorded through the use of two forms, the Department Card User Log Form CO-504D and the Department Card Purchase Log Sheet. The Department Card Custodian is responsible for these two forms.
7. The release of the Department Card from its secured location to the Card User shall be tracked through the use of the CO-504D Department Card User Log form. This document tracks the card by providing the name of the Card User that signed it out; the date and time out; and the date and time returned. On this document, the Card User's name shall be recorded and his or her signature obtained. The date and time the card is being taken is recorded. When the Card User returns the P-Card, that date and time is also recorded. The Department Card Custodian shall sign and date the Department Card User Log and submit it to the Agency Purchasing Card Coordinator at the end of each billing cycle.
8. P-Card users must keep all relevant documents (approved purchase requisitions, invoices, receipts, charge slips, etc.) and have them available for review by auditors from the Comptroller's Office and/or Auditors of Public Accounts. A Purchasing log envelope (CO-503D) will be used to collect and store parking receipts upon return of the P-Card.
9. If the P-Card user does not return the Department Card and or the appropriate receipts upon return, appropriate disciplinary action will be initiated by the Card Custodian.