

## Section 1.0: Introduction

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- 1.1 **Statutory Authority:** The Purchasing Card Program was created by *West Virginia Code*, §12-3-10a, in 1996 and is governed by 148CSR7.
- 1.2 **Introduction:** The purchasing card provides an opportunity to streamline procurement methods for small dollar transactions. The card effectively manages expenses and cuts program costs by offering the University increased control and monitoring of payments while reducing the time and paperwork associated with the use of purchase orders.
- 1.3 **Policy:** The *Purchasing Card Policies and Procedures Manual* establishes minimum standards for the use of the State of West Virginia Purchasing Card.

It is the cardholder's responsibility to be knowledgeable of and follow all Purchasing Card Policies and Procedures, as well as all applicable purchasing laws and guidelines.

Participation in the Purchasing Card Program is a privilege that may be revoked for repeated violations of the Purchasing Card Policies and Procedures.

- 1.4 **Usage:** The purchasing card is a payment process used for the procurement of small dollar items.

The purchasing card may be used for the payment of goods and designated services not exceeding the current transaction limit.

The current maximum transaction limit is \$1,000 (including any shipping charges). Individual transaction limits will be determined by the spending unit budget officer.