

Purchasing Card (PCard) Manual

Appendix A

PCard Categories and Types and Standard Transaction Limits

Categories and Types:	Single transaction dollar limit	Monthly transaction dollar limit	Number of daily transactions	Number of monthly transactions
<u>Individual Cards:</u>				
Individual Level 1	\$250	\$1,000	5	25
Individual Level 2	\$1,000	\$5,000	10	100
Individual Campus Buyers	\$2,500	\$35,000	25	500
Individual District Buyers	\$10,000	\$50,000	200	unlimited
<u>Department Cards:</u>				
Department Level 1	\$250	\$1,000	5	25
Department Level 2	\$1,000	\$5,000	10	100
Department Campus Buyers	\$2,500	\$35,000	25	500
Athletics Travel	\$10,000	\$25,000	20	100
General Travel	\$5,000	\$25,000	20	100

Notes:

1. Purchasing procedures, including delegated authority, vendor selection, bid and quote requirements and sole source determinations, must be followed for all purchases made with the PCard.
2. All purchases made with a District Buyer card exceeding \$2,500 must be pre-approved by the official of the College who has the delegated purchasing authority for the requested dollar amount of the purchase.
3. A single transaction dollar limit is the maximum amount, including tax, which may be charged on a single transaction. A single transaction may include one or multiple items.
4. A monthly dollar limit is the total amount, including tax, which may be charged during the billing cycle.
5. The monthly cycle ends at the end of each month. Monthly dollar limits refresh on the first day of the month. Please note that any outstanding transactions will be charged against current month's total allowable limit. This is because transactions do not always post on the day that the transaction was made.
6. Standard transaction limits are for new cards and will be re-evaluated and adjusted, if necessary, every six months based on transaction history and needs determinations.
7. Individual Campus Buyer, Individual District Buyer, Athletics Travel, and General Travel cards are authorized to make travel-related purchases.