



ADMINISTRATIVE DIRECTIVE

Title: Procurement Card Program
Issuing Department: Finance
Effective Date: August 1, 2017
Approved: Gilbert Davidson, Town Manager
Type of Action: New

1.0 PURPOSE

The purpose of the Town of Marana Procurement Card Program is to streamline and simplify the purchasing and payment process for day-to-day expense transactions. The program is designed to shorten the approval process for smaller dollar transactions and reduce the paperwork of procurement procedures such as petty cash, check requests, and certain expense reimbursements.

2.0 DEPARTMENTS AFFECTED

All Town of Marana departments and employees

3.0 REFERENCES

- 3.1 Marana Town Code Chapter 3-4: Purchasing
- 3.2 Town of Marana Personnel Policies and Procedures, Chapter 5: Work Rules and Employee Discipline
- 3.3 Town of Marana Administrative Directive: Business Meals and Food-Related Function Expenses
- 3.4 Town of Marana Administrative Directive: Fuel Credit Card Use
- 3.5 Town of Marana Administrative Directive: Petty Cash Funds
- 3.6 Town of Marana Administrative Directive: Travel and Training

4.0 DEFINITIONS

- 4.1 Procurement Card (or P-card): A type of Town charge card used for smaller purchases to achieve greater cost efficiency, control and convenience.
- 4.2 Program Administrator: The Town employee(s) assigned the responsibility of administering the Procurement Card Program.

5.0 POLICIES AND PROCEDURES

5.1 Procurement Card Program Manual. The attached Procurement Card Program Manual is hereby referred to, adopted and made a part of this directive as if fully set out here.

6.0 RESPONSIBILITIES

6.1 The Finance Department is responsible for the overall direction and operation of the Procurement Card Program.

6.2 All Town employees using Procurement Cards are responsible for compliance with the requirements and rules of the Procurement Card Program.

7.0 ATTACHMENTS

7.1 Procurement Card Program Manual

REVISION HISTORY

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	8/1/17

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