

**WASHINGTON CENTER FOR DEAF AND  
HARD OF HEARING YOUTH**

**POLICY: 6203**

Adopted: **May 10, 2019**

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**SUBJECT: Purchase Cards**

Approved by:

  
Nancy Fitta, CDHY Board of Trustees Chair

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The purchase card is intended to improve the efficiency, flexibility and convenience related to purchasing goods and services. Purchase cards provide an alternative procurement method for purchases. They are not intended to be considered a procurement approach, or to be used to avoid or bypass purchasing policies.

Acceptable purchase charge uses include:

- Goods and services for official state business purchased in person, by mail, by phone, by fax or over the internet that do not exceed \$600 excluding tax and shipping (not including the exceptions listed below).
- Regular recurring charges for communication services, utilities, or any expenditure routine in nature that does not require in-depth analysis or lower level research and does not exceed \$5000.
- Emergency campus related needs that directly correlate to the welfare of students and staff.
- Purchases complying with all applicable state statutes, rules, policies, and procedures.
- Purchases within spending and other limits established on the card, as established by the agency administrator within the pre-determined agency aggregate limit.
- Purchases between Washington State agencies, *but only when*:
  - The paying and/or receiving account is a local account (not a treasury, treasury trust, nor petty cash account); and
  - The receiving agency agrees to accept the inter-agency purchase card payments. Receiving agencies have the right to refuse acceptance of purchase card payments from other state agencies.

Unacceptable use of purchase cards includes, but are not limited to:

- Cash advances.
- Purchases in excess of the limits authorized for the card.
- Gifts/donations.
- Splitting purchases to circumvent the daily or monthly purchase limits on a card, or to avoid competitive bidding limits or purchasing authority limits.

- Purchases between internal departments within an agency, unless prior written approval is received by the Office of Financial Management (OFM).
- Except as noted in SAAM 45.10.50, purchases between state agencies.
- Purchases between internal departments within an agency, unless prior written approval is received by the Office of Financial Management (OFM).
- Except as noted in SAAM 45.10.50, purchases between state agencies.
- Prepayments unless otherwise authorized by statute or rule.
- Purchases from any merchant, product, or service normally considered to be inappropriate use of state funds, including, but not limited to:
  - Items for personal use.
  - Materials or services from any member of the card user's immediate family.
  - Equipment, materials, services, or suppliers restricted by state statutes, rules, policies, procedures, guidelines or contractual agreements.
  - Alcoholic beverages or liquor licenses, unless permitted by statute or rule.

CDHY utilizes department cards; individuals are not assigned their own purchase card. Employees may use the card after becoming a designated card user as approved by the agency director or designee. For each designated card user, a Card User Agreement Form must be signed and training on internal procedures must be obtained.

The agency purchases and procurement officer acts as the card custodian, providing a purchase card to designated card users as purchasing needs arise. Unless in use, purchase cards will always be safeguarded in the safe.

The Director of Business Operations is the agency program administrator. This person is responsible for the management and oversight of the purchase card program, including appointing the approving official, issuance and cancellation of purchase cards, and monitoring of the approving official, card custodian and designated card users.

Failure to follow these policies may subject an employee to loss of privilege and result in discipline.