

**HILLSBOROUGH TRANSIT AUTHORITY
POLICY MANUAL**

**900: FINANCIAL AND BUDGETING POLICIES AND PROCESSES
970: PURCHASING CARD**

970.20 PURCHASING CARD POLICY

(1) Policy

The Finance Department will establish a Purchasing Card (P-Card) program with the authority to ensure that the purchasing of goods and services with a P-Card is accomplished as defined within this document.

Selected staff will be authorized to use the P-Card for one or several of the categories listed below:

- (a) Travel-related expenses in compliance with HART's Travel Policy & Procedures;
- (b) Micro-purchases at the departmental level in compliance with HART Procurement Policy and Procedures; and/or
- (c) Purchases by the Procurement Department in compliance with HART Procurement Policy and Procedures.

The Department Chief/Head and the Procurement Manager will review purchases to insure HART's policies and procedures are followed.

(2) Introduction

The P-Card program is designed to improve efficiency in processing and payment of purchases. This program will allow the Cardholder to purchase approved commodities directly from merchants. Each P-Card is issued to a named individual and HART is clearly shown on the card as the governmental buyer of goods or services.

Participating in the P-Card program is a privilege. The success of HART's P-Card program relies on the cooperation and professionalism of all personnel associated with this initiative. It is expected that the training program and procedures will assist in making this program a success. All existing cardholders will receive training at the implementation of this document, while new Cardholders will complete a training class before being issued a P-Card.

The procedures provided herein are minimum standards for departments. Departments may establish additional controls if necessary, but cannot alter the authorized procedures herein.

HART Clerk: _____



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970.20 PURCHASING CARD POLICY (cont'd)

(5) Authority and Standard Operating Procedures

Primary responsibility for the Purchasing Card Program resides with the Chief Financial Officer. The Chief Financial Officer will assign a Program Administrator to oversee the program, develop Standard Operating Procedures and provide training to staff. The Senior Manager of Procurement and Contracts Administration will provide assistance and direction where necessary to comply with documented Procurement Policies and Procedures.

A complete Standard Operating Procedure for Purchasing Cards can be obtained from the Finance Department or through the HART Connect website.

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