

**West Virginia Northern Community  
College**

**NC-5007 Payment Card Rule**

Rule Number: NC-5007

Effective Date: February 7, 2024

Date Approved by WVNCC Board of Governors: January 25, 2024

Date Approved by WVCTCS: February 6, 2024

Authority Reference: Title 135 Series 30 - Purchasing

Replaces previous policy dated: ~~September 1, 2008~~

**Purpose:**

WV Treasurer's Office issues state agencies credit cards (aka Purchasing Cards or P-Cards) to be used under certain regulations. WVCTCS Series 30 (Purchasing) propagates rules for p-cards at Community Colleges. Series 30 does not direct the Board of Governors to create any rules as the series itself defines the regulations in all aspect.

Hence, the recommendation is to repeal the rule. WVNCC will continue to abide by the regulations under Series 30 which include, but not limited to:

1. Allowable uses of P-Cards
2. Accounting auditing procedures
3. Adopting and effectively using the reconciliation, reporting and payment software for the purchasing card program approved by the State Auditor.