

West Virginia Northern Community College

Payment Card Rule

Rule Number: NC-5007

Effective Date: September 1, 2008

Date Approved by WVNCC Board of Governors: August 28, 2008

Authority Reference: WV Code 12-3-1: 18B-5-4; WVCTC Title 133, Series 30, Section 8.9.1 and Section 8.10

Replaces previous rule dated:

Purpose:

The purpose of the WV Northern Community Purchase Card Program is to establish an efficient, cost-effective method of paying for purchases not exceeding \$2,500 unless otherwise designated by the coordinator.

Rule:

The payment card will be used to enable the College to purchase items directly from suppliers. It enables the College to purchase items quickly and conveniently and to save money while meeting the state prompt vendor payment code requirements. The payment card can be used for both in-store purchases, secure internet purchases as well as, phone and fax orders.

Any purchase of a prohibited type transaction may be cause for temporary or permanent revocation of card as well as disciplinary action. The dollar limit per transaction is monitored by the State appointed banking institution. If a purchase exceeds the card limit, the transaction will be denied.