

<p><b>Commonwealth of Pennsylvania</b></p>  <p><b>Pennsylvania Board of Probation and Parole</b></p>	<p><b>Volume III Chapter 2</b></p> <p><b>Procedure 2.02.05</b></p>	<p><b>Date Revised: Replaces 9.1.1.8, 10/23/01, 12/12/03</b></p>
<p><b>Chapter Title ADMINISTRATION, MANAGEMENT</b></p>		<p><b>Date of Issue 3/12/12</b></p>
<p><b>Subject FISCAL MANAGEMENT VISA PURCHASING CARD</b></p>		<p><b>Effective Date 3/26/12 PUBLIC</b></p>

I. AUTHORITY

The chairman of the board is granted the authority to “[d]irect the operations, management and administration of the board” and to “[p]erform all the duties and functions of chairperson, including organizing, staffing, controlling, directing and administering the work of the staff.” 61 Pa.C.S. § 6112 (a)(1) & (a)(4).

II. PURPOSE

Management Directive 310.23 establishes the policies and procedures and defines the responsibility for the Commonwealth Purchasing Card Program. This procedure expands the guidelines set forth in Management Directive 310.23 and provides standard policies and procedures for operating the program in the Pennsylvania Board of Probation and Parole (PBPP). These policies, procedures, and guidelines apply to all PBPP personnel having a role in the procurement, payment, receipt, and reconciliation process. The goals of the VISA Purchasing Card Program are to: (1) expedite payment to vendors, (2) eliminate penalties, and (3) assure taxpayers the most cost effective method of payment.

III. APPLICABILITY

The VISA Purchasing Card will allow for a more efficient payment system for the Agency.

IV. DEFINITIONS

The VISA Purchasing Card procedure will allow for more convenience and guarantee payment to the vendor within two to three business days.

V. POLICY

Not Applicable

VI. PROCEDURE

A. Credit Card Procedures: For purchases for goods and services not on statewide contract and with a total cost of **\$5,000.00** or less, it is mandatory that the VISA Purchasing Card be used for payment unless the vendor does

not accept VISA. Complete documentation is required. The Cardholder placing the order must maintain approvals. At any time, the Comptroller and/or Treasury Department may audit the VISA card purchases. The Comptroller and/or Treasury Department will contact the Agency coordinator who will contact the Cardholder for documentation.

- B. All Commonwealth Purchasing Rules and Regulations apply to credit card purchases. The current purchasing process remains unchanged.
- C. All receipts, receiving reports, and purchase requests of an order must be retained along with a brief justification of the purchase.
- D. The Commonwealth of Pennsylvania is tax exempt. The PBPP's Federal Identification Number is **23-6003017**.
- E. Orders can be placed by mail, telephone, facsimile, or in person.
- F. The Cardholder should carry the Purchasing Card, as well as a second form of identification to confirm the Cardholder's signature. It is the responsibility of the cardholder to obtain a receipt from the vendor.

#### VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the Chairman.

#### VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

#### IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

- A. This procedure does not contain information that impacts the security of Board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to all Board staff.

#### X. CROSS REFERENCES

- A. Statutes
  - 1. Federal
    - None.
  - 2. State
    - a. **61 Pa.C.S. § 6112**
- B. Board Policies

None.

C. American Correctional Association Standards

1. 4-APPFS-3D-21
2. 4-APPFS-3D-22
3. 4-APPFS-3D-23
4. 4-APPFS-3D-25

D. Management Directives

None.

E. Other

None.