

AMERICAN EXPRESS PROCUREMENT CARD PROCEDURE FOR DIRECT VENDOR PURCHASES OF GOODS

A District American Express Procurement Card has been established for use by the Purchasing staff in the acquisition of goods where the total cost is less than \$5,000 from vendors that will not accept purchase orders as a contract authorizing purchase by the College. Campus users will follow normal Banner requisition entry and approval procedures to authorize the purchase specifying the selling vendor name and contact information (website and/or telephone number) in the requisition Document Text (DOCTEXT) and as additional information included with the Requisition Support documentation.

Prelude to Process

The need for a particular product is determined and initial department level approval to proceed with the purchase is obtained by the requesting user. Product availability and best pricing are researched utilizing Purchasing staff assistance, as needed. Orders where the product itself or best pricing is available from a vendor that will not accept College Purchase Orders, but does accept the American Express card, will follow this procedure. The procurement card may not be used to purchase services. The physical American Express Corporate Card will be used by the Purchasing Department staff when placing the order.

Process Steps

1. The requisition originator logs into Banner and creates a requisition in accordance with standard procedures as found in the Requisition Training Handbook. Insert “**AMEX**” in the Comments field alerting the Buyer that this purchase will require use of the American Express Corporate Card.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.4 (TEST)

Requisition: NEXT

Order Date: 19-OCT-2012

Delivery Date: 29-OCT-2012

Transaction Date: 19-OCT-2012

Comments: AMEX

Commodity Total: 0.00

Accounting Total: 0.00

☐ In Suspense

☐ Document Text

☐ Document Lev

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Requestor: Teresa Patterson

Organization: [Dropdown]

COA: M [Dropdown] Mt San Antonio College

Email: [Text Field]

Ship To: RECV [Dropdown]

Area Code Phone N

Phone: [Text Field]

Fax: [Text Field]

Specify the selling vendor name, website and phone number in the Document Text (DOCTEXT). Make sure pricing includes all applicable taxes, shipping and handling costs. Submit to Banner for approval.

File Edit Options Block Item Record Query Tools Help

Procurement Text Entry FOAPOXT 8.4 (TEST)

Text Type: REQ Code: R0027369 Change Sequence

Vendor: A01421735 Amazon.com, Inc

Commodity Description:

Modify Clause: ☐ Copy Commodity Text Default Increment

Text	Clause Number	Print	Line
Vendor: Amazon.com, Inc.		<input checked="" type="checkbox"/>	10
Website: amazon.com		<input checked="" type="checkbox"/>	20
Phone #: (555) 555-5555		<input checked="" type="checkbox"/>	30
		<input checked="" type="checkbox"/>	31
Vendor does not accept POs. Please use		<input checked="" type="checkbox"/>	41
American Express credit card for purchase.		<input checked="" type="checkbox"/>	51
		<input checked="" type="checkbox"/>	52
Pricing obtained via website. Copy of quote		<input checked="" type="checkbox"/>	62
forwarded to Purchasing on 10/17/12.		<input checked="" type="checkbox"/>	

2. For promotional items and food supplies over \$1,500 for a single event, Board approval must have been obtained prior to submitting the Requisition. When purchases require Board approval, a copy of the approved Board Item must be included in the Requisition Backup documentation and the approval noted in the Requisition Document Text along with the date of the Board approval.

For all Gift Card purchases the following additional information is required:

- a. The type of gift card, the number of cards requested along with face value of the individual gift cards must be allowable by the funding source (Grants, Associated Students, etc.).
 - b. A rationale for the need of the gift cards must be included in the Requisition Document Text including the event name and event date.
 - c. When the gift cards are distributed, a list of the student participants receiving the gift cards (they cannot be given to Mt. SAC staff) must be prepared. The list must include names, addresses and signatures as proof that they received the gift card. This information must be sent to Accounts Payable referencing the Purchase Order Number issued to buy the gift cards immediately after the event.
3. Once all Banner approvals have been completed, the responsible Buyer, as determined by the Originating Department and the Commodity Code(s) specified in the requisition, processes the purchase order and places the order with the vendor.