

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

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SUBJECT: PURCHASING CARD

CATEGORY: FISCAL SERVICES

Policy

The Idaho Department of Juvenile Corrections (IDJC) follows the State Controller's Office Purchasing Card (P-Card) policy (www.sco.idaho.gov/) as well as the following agency specific requirements:

- Monthly Deadlines: P-Card charges are reconciled and complete supporting documentation attached in Luma according to the following schedule:
 1. Purchases made between the 1st and 15th of the month are due on or before the 20th of the month.
 2. Purchases made between the 16th and the last day of the month are due on the 5th of the following month.

It is therefore the policy of the IDJC that it is the responsibility of the cardholder and approving supervisor(s) to submit the required documentation, in accordance with the established deadlines and failure to do so may result in a P-Card violation.

Operating Procedures

I. Cardholder Training

New cardholders must complete TrainCaster Purchase Card Responsibilities training and attend a training session conducted by one of the following: The P-Card administrator, back-up P-Card Administrator, or authorized designee.

II. Documentation Review and Approval

- A. Supervisors or cost center approvers must verify purchase documentation and receipts, checking for completeness, in accordance with the established deadlines.
- B. If funds from a different cost center are being used, the supervisor responsible for that cost center must give final approval for a purchase.

III. Lost or Stolen Cards

A lost or stolen card should be reported immediately to the P-Card Administrator or, if after normal working hours, the issuing bank.

IV. Prohibited Purchases

Unacceptable p-card purchases include, but are not limited to:

1. Alcoholic beverages
2. Automotive fuel for state vehicles, unless the vendor will not accept the state gas cards
3. Automotive fuel for personal vehicles
4. Employee personal items
5. Money transfer and payment apps (e.g., Venmo, Zelle, etc.)

V. Policy Violations

When P-Card violations occur, the P-Card Administrator will notify the cardholder and their immediate supervisor by completing a P-Card Policy Violation Notification (DJC-219) form. The supervisor is expected to counsel the cardholder and implement corrective action and sanctions as required to prevent repeat offenses. The cardholder must sign and date the DJC-219 form and return it to the P-Card Administrator. The supervisor or Division Administrator can request additional training from Fiscal Services, if needed. Recommended actions for P-Card violations may include the following:

1. No action taken
2. Verbal warning
3. Written warning in personnel file
4. Suspension of cardholder privileges for 6 or 12 months
5. Revocation of cardholder privileges
6. Mandatory re-training
7. Other disciplinary action

Reference: [Glossary of Terms and Acronyms](#)
 State of Idaho Purchasing Card policy and Fiscal Policy Advisor Committee (FPAC)
 (www.sco.idaho.gov/)

Desk Manuals: *None*

Related Policies: [Travel](#) (200)
 [Purchasing of Goods and Service](#) (250)

Related Forms: [Lost Receipt Form](#) (DJC-200)
 [Declaration of Forgery or Unauthorized Use](#) (DJC-198)
 [Lack of Original Documentation Form](#) (DJC-199)
 [Cardholder User Agreement](#) (DJC-197)
 [P-Card Policy Violation Notification Form](#) (DJC-219)
 [Employee Training Request](#) (DJC-070)
 [Sales Tax Resale or Exemption Certificate](#), (ST-101, Id Tax Commission)
 [Tax Exemption on Lodging Accommodations](#), (ST-104HM, Id Tax Commission)