



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 3/23/16

Subject: Purchasing Card

Section: FDJJ – 1407.05

Originating Office: Administrative Services

Authority: Chapters 112, 215, and 287, Florida Statutes
Chapter 60A-1, Florida Administrative Code

Related References: Chapters 282, 283, 413, 672, and 946, Florida Statutes
Agency Purchasing Card Plan
Purchasing Card Program Procedures
FDJJ - 1306 Vehicle Operations
FDJJ - 1407.01 Travel

Purpose: This policy establishes the use of the State Purchasing Card to pay for one hundred percent of allowable travel expenses and the purchase of goods or services whenever possible.

Offices Affected by the Policy: All offices within the Department.

POLICY STATEMENT:

- It is the intent of the Department of Juvenile Justice (DJJ) to maximize the use of the purchasing card whenever possible.
- The Department will operate its Purchasing Card Program with the optimal segregation of duties consisting of the Cardholder, the Approver, the Payer, and the Reconciler.
- Within the Bureau of Finance and Accounting, the Purchasing Card Program Administrator (DJJPCPA) will coordinate, monitor and oversee the Department's Purchasing Card Program, ensuring that appropriate internal controls established by DJJ are in place and operating as designed.
- The Purchasing Card Program Administrator approves the issuance of credit cards to Department employees who are required to purchase goods, services or travel in the performance of their official state duties.
- Cardholders shall meet the following criteria in order to receive a purchasing card: is a Department employee; has received in-house training or has completed on-line training in SkillPro, and is certified by the DJJPCPA as having successfully completed an examination in applicable purchasing

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and/or travel regulations and card procedures; is currently responsible for purchases or will assume that responsibility; has specific parameters established with regard to their default accounting codes, and establishes their restrictions or spending limitations; and has signed the State Cardholder Agreement Form.

- Cardholder’s responsibilities for purchasing card security shall include: use of the card strictly for the purpose of conducting official state business; maintaining the confidentiality of account information; keeping the card in a secure location; not to loan the card to others; obtain all receipts, which display their card account number; for phone or mail orders, to verify receipt of the goods using the packing slip, bill of lading and/or purchase receipt; and to make every attempt to obtain an invoice/receipt from the vendor, whether original or faxed.
- Cardholders shall give auditable, signed and dated receipts to their first Approver on a daily basis as purchases or credits occur.
- Receipt shall be transmitted, either electronically or manually, through the approval hierarchy to the Payer for final review and approval for payment.
- Abuse of credit card privileges shall subject an employee to disciplinary action and/or criminal prosecution.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.