



County of Santa Clara

Policy Name: Procurement Card (P-Card) Policy

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Policy Type: Administrative

Category: Procurement

Policy Name: Procurement Card (P-Card) Policy

Policy Owner: Procurement Department

Policy Purpose

The purpose of this policy is to provide County employees with the **Procurement Card (P-Card) Policy**.

Policy Summary

The County of Santa Clara Procurement Card (P-Card) is a charge card designed to enable designated permanent full-time and part-time County employees to make authorized small dollar purchases of supplies, materials, equipment, and services for County business not exceeding \$5,000 per transaction. The program streamlines payments by eliminating the administrative burden and costs associated with traditional methods of payment.

The County has developed **Procurement Card (P-Card) Policy** to establish minimum standards for the use of the P-Card in order to ensure compliance with all applicable laws and policies related to procurement.

Procedures

See the **Procurement Card (P-Card) Policy**, which is accessible through the Procurement Department's P-Card Program website at <http://portal.sccgov.org/sites/proc/training/Pages/P-Card.pdf>.



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Definitions

None.

Frequently Asked Questions

None.

Related Policies

- Small Dollar Purchase Policy Using Field Purchase Orders - <https://saecommon.sccgov.org/countypolicy/Small-Dollar-Purchase-Policy-Using-Field-Purchase-Orders.pdf>

Related Forms and Information

For forms, manuals, and training materials related to P-Cards, visit the Procurement Department's P-Card Program website at

<http://eportal.sccgov.org/sites/proc/training/Pages/P-Card.pdf>.

History

Date	Changes Made
6/17/2015	Links updated. (John Myers)
3/14/2014	Policy Uploaded. (Kyle Larson)