

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**ORGANIZATION, MANAGEMENT, AND ADMINISTRATION**

**September 17, 2019**

**Policy Number 2.65**

**PURCHASING CARD PROGRAM**

**POLICY**

The Honolulu Police Department participates in the city's purchasing card program in an effort to streamline the payment process for small purchases and improve fiscal management control. Guidelines and procedures for the use and related responsibilities for the program are governed by this directive and referenced herein.

**PROCEDURE**

I. PROGRAM DESCRIPTION

The city has a First Hawaiian Bank (FHB) MasterCard credit card account that uses a purchasing charge card (pCard) to pay for certain types of acquisitions. While the city is the credit card account holder, authorization to make charge purchases will be extended through the issuance of pCards that are made out to specific persons. The Finance Division's fiscal officers are designated as the department's pCard program coordinators.

II. AUTHORIZED USERS

- A. Each division-level element shall have authorized pCard holders who are selected by the element commander and approved by a pCard program coordinator.
- B. Though selected, cardholders shall not use the pCards until they have completed the mandatory training by the Finance Division.
- C. Only the individual whose name is on the pCard shall use the card; authority to use the card is not transferable.

- D. Cardholders shall be responsible for the use and custodial care of their pCards.
  - 1. The cardholder shall keep the pCard in a secure place and carefully guard its account number.
  - 2. The cardholder shall not lend the pCard to anyone else.

III. USE OF THE CARD

- A. The pCard shall be used only for official business purchases that have been approved by the Finance Division.
- B. The pCard shall be used in strict compliance with laws, regulations, city and departmental purchasing policies, and the rules and procedures set forth in the pCard training.
- C. An e-form approval is required before the pCard can be used. Refer to Policy 2.34, PURCHASING RULES.
- D. Any use of the pCard that is in violation of this directive can result in revocation of the pCard, disciplinary action, and/or criminal prosecution.

IV. RESTRICTIONS

- A. The pCard shall not be used for transactions such as:
  - 1. Purchases of \$2,500 or more (this limit does not apply to price schedule items);
  - 2. Purchases that are parceled to circumvent the pCard single-transaction limit;
  - 3. The purchase of gasoline and alcoholic beverages;
  - 4. The withdrawal of cash;
  - 5. The purchase of goods and services for personal use; and
  - 6. Hotel accommodations or lodging facilities during travel.
- B. Cardholders shall not accept cash in lieu of a pCard credit for returns.

V. LOST OR STOLEN CARDS

- A. Cardholders shall immediately report lost or stolen pCards to the pCard program coordinator and the FHB at [REDACTED] or [REDACTED].
- B. Cardholders shall immediately initiate police reports for lost or stolen pCards.

VI. CHANGE OF INFORMATION/STATUS

- A. Each cardholder shall submit a Purchasing Card Change Request e-form via the element commander to the Finance Division if the cardholder's status or information changes (i.e., when a cardholder transfers out of the element, when a commander wishes to change cardholders, and when a cardholder's employment with the department is terminated). The e-form can be accessed at [REDACTED]  
[REDACTED]  
[REDACTED]
- B. Initial and new pCard applications shall continue to be submitted on paper.

VII. RECONCILING THE CHARGE ACCOUNT

- A. Cardholders shall retain all receipts, invoices, delivery tags, approved e-forms, and other documentation that verify their pCard charges.
- B. Cardholders shall reconcile the accuracy and completeness of charge purchases by Wednesday of each week for the previous week's pCard purchases through information that is posted on the FHB's pCard website.
  - 1. Cardholders shall submit a printout of each week's charge purchases every week through information that is posted on the FHB's pCard website.
  - 2. Element commanders shall review the weekly statements, attest (in writing) to the accuracy and validity of all charges listed, and submit the verified statements and supporting documents to the Finance Division by the end of each week.

- C. Cardholders shall review their FHB monthly pCard statements.
  - 1. Cardholders shall submit the statements to their respective commanders with any additional, verifying documents for charges that were not previously listed.
  - 2. Commanders shall review the monthly statements, attest (in writing) to the accuracy and validity of all charges listed, and submit the verified statements and any additional documents to the Finance Division within five working days.
- D. Cardholders should resolve statement discrepancies and disputes directly with the vendors.

VIII. PREFERRED METHOD OF PAYMENT

The pCard is the preferred method of payment. A pCard purchase can be initiated immediately after an e-form is received with an approved purchase authorization number.

IX. REFERENCE

For related information, refer to Policy 2.34, PURCHASING RULES.



SUSAN BALLARD  
Chief of Police

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