



BROWARD COMMUNITY COLLEGE

Opening doors to a brighter future

Office of Financial Operations • Willis Holcombe Center • 954-201-7432 • Fax 954-201-7309

Memorandum

WILLIS HOLCOMBE CENTER
111 East Las Olas Blvd.
Fort Lauderdale, FL 33301

A. HUGH ADAMS CAMPUS
3501 S.W. Davie Road
Davie, FL 33314

NORTH CAMPUS
1000 Coconut Creek Blvd.
Coconut Creek, FL 33066

JUDSON A. SAMUELS CAMPUS
7200 Hollywood/Pines Blvd.
Pembroke Pines, FL 33024

**INSTITUTE FOR
ECONOMIC DEVELOPMENT**
1515 W. Commercial Blvd.
Fort Lauderdale, FL 33309

PINES CENTER
16957 Sheridan St.
Pembroke Pines, FL 33331

MIRAMAR CENTER
7451 Riviera Blvd.
Miramar, FL 33023

TIGERTAIL LAKE CENTER
580 Gulfstream Way
Dania Beach, FL 33004

To: Purchasing Card Users
From: Accounts Payable
Date: June 1, 2007
Re: Purchasing Card Reporting Procedures

This memo is to clarify the procedures for recording your purchasing card purchases. Following these procedures will allow the purchasing card program to better serve you and the College.

If you have any problems making a purchase, credit limits, increases please call Tiandra Johnson, in purchasing, at extension 7454 or email tjohnso4@broward.edu or call Bob Persiano, at extension 7485 or email rpersian@broward.edu.

- 1) Once a purchase has been made, **immediately initiate a disbursement request in C.I.D.** payable to **Bank of America** (Vendor # **510313900**) in the amount of your purchase. A separate disbursement request is required for charge purchase, please do not combine charges.
 - a) In the Description field write, Purchasing Card – Vendor Name – Description of the item(s). For example: Purchasing Card – Office Depot – Printer Cartridge. When purchasing several items include a brief description of the items. For minor equipment item(s) over \$100.00 and less than \$749.99 the GLC should be 70501. An example of minor equipment would be a calculator, printer, electric stapler, etc. The Budget department will reject your request if it appears an item is minor equipment and has not been coded as such.
 - b) Assign the appropriate Account and GLC codes to the request. The most common used GLC's used are Education supplies 65501, Office supplies 65502, Postage or freight 61010, Maintenance materials and supplies 66001, Minor equipment 70501.
 - c) In the invoice field you are to put the cardholders name and the date of the purchase. (Example: Invoice #: SGABRIEL 08/24/00)