



# San Francisco Department of Public Health

Dr. Grant Colfax  
Director of Health

City and County of San Francisco  
London N. Breed  
Mayor

## San Francisco Department of Public Health Policy and Procedure

<b>Policy and Procedure Title:</b> <b>DPH Procurement Card (P-Card) Policy</b>	
<b>Category:</b> Fiscal	
<b>Effective Date:</b> 12/1/2016	<b>Last Reissue/Revision Date:</b> 3/9/2023
<b>DPH Unit of Origin:</b> Finance	
<b>Policy Contact:</b> Drew Murrell, Controller	
<b>Phone Number:</b> 415-554-2539	
<b>Distribution:</b> DPH-wide (Central Admin, ZSFG and LHH)	<b>If not DPH-wide, other distribution:</b> N/A

### 1. Purpose of Policy

The purpose of this document is to identify the guidelines for use of procurement cards (p-cards) for DPH.

### 2. Definitions

a. **The city procurement card (p-card)** is a charge card designated to enable a limited number of DPH employees to make authorized purchases following the Controller’s Office and DPH guidelines for:

- 1) Employee reimbursements
- 2) FasTrak replenishment
- 3) HR recruitment efforts
- 4) During a declared emergency
- 5) Registration fees for conferences and training as defined in Section 4.c.5 below.
- 6) Lodging accommodations as defined in Section 4.c.6 below.
- 7) License fees, program fees, continuing education provider/license fees, certification fees, subscription fees and membership fees as defined in Section 4.c.7 below.



# San Francisco Department of Public Health

Dr. Grant Colfax  
Director of Health

City and County of San Francisco  
London N. Breed  
Mayor

- 8) The Healthcare Effectiveness Data and Information Set (HEDIS) Annual Digital Measures for Electronic Clinical Data System (ECDS) Reporting: California Quality Incentive Pool (QIP) Program as defined by Section 4.c.8 below.

### 3. Policy

- All employees shall certify that they have read the [Controller's Procurement Card Policies and Procedures \(page 356\)](#) and that they understand purchases that are prohibited.
- All employees shall certify that they have read DPH's policy on p-cards.
- All employees shall attend mandatory p-card training provided by the Controller's Office.
- All employees shall immediately report to the Department Coordinator any misuse of p-cards.
- All employees shall notify the Department Coordinator within three (3) working days when an employee leaves the department's employment so the p-card can be deactivated.
- P-cards have a default credit limit of \$1,000. Any request of credit limit above \$1,000 must be approved by the Deputy Finance Officer or designee and Controller's Office.
- All purchases must be pre-approved as an allowable expense in DPH policy and procedure or on an emergency basis by the Deputy Finance Officer or designee.
- Payment to financial institutions must be made in a timely manner to avoid late fees.
- All P-Card purchases are subject to audit. Any deviation from the Controller's Office and DPH accounting policies may result in usage restrictions and/or card cancellation.

### 4. Procedures

#### a. P-card Officials

- 1) **Department Coordinator** is the employee designated by the Health Director to administer the p-card program for DPH.
- 2) **Approving Officials** are the employees that can approve cardholder purchases and verify the purchases are made for official City business.
- 3) **Cardholders** are employees that can make authorized purchases using the p-card.



## San Francisco Department of Public Health

Dr. Grant Colfax  
Director of Health

City and County of San Francisco  
London N. Breed  
Mayor

- 4) Billing Officials** are employees that review accounting statements, receipts, and reconciliation reports and make the monthly p-card payment to the City vendor.
- b.** Responsibilities of p-card officials are covered under the [Controller's Accounting Policies and Procedures page 356](#).
- c.** P-card Allowed Purchases include:
  - 1) Human Resources for goods or services that are not readily available through the normal purchasing mechanism. Examples of purchases are posting job announcements, registering for recruitment events
  - 2) FasTrak replenishment
  - 3) Disaster Response
  - 4) Emergency purchases that cannot be procured through a standard purchase order such as but not limited to covid-19 related transactions, mitigating responses to environmental hazards (i.e., heat, smog, smoke, flood, etc.) and other situations that gives rise to immediate need and attention (e.g., power outage, etc.)
  - 5) Registration fees related to conferences and non-customized trainings that accept charge cards as the only payment method. Subject to monthly credit card limit; thus, any request to pay is on the first to file basis. Monthly credit limit for the dedicated P-Card may be increased upon Controller's approval.
    - i. Under extraordinary scenarios, DPH may use P-Cards to pay registration fees to suppliers even if they accept other forms of payment. In these rare cases, DPH must document the justification for P-Card use over other procurement methods (e.g. unavoidable time constraints for expiring licenses, discounted rates, etc.). In general, DPH must still use standard procurement methods whenever feasible.
  - 6) Lodging accommodations in hotels must be purchase at a conference rate or at the prevailing GSA rate of the location, whichever as applicable, as defined by the existing Controller's Office Accounting Policies and Procedures.
  - 7) License fees, program fees, continuing education provider/license fees, certification fees, subscription fees and membership fees that accept charge cards as the only payment method on behalf of DPH that are required for departmental operations. The subscription and license fees are not related to



## San Francisco Department of Public Health

Dr. Grant Colfax  
Director of Health

City and County of San Francisco  
London N. Breed  
Mayor

purchasing database, computer applications and other IT services. These IT-related subscriptions and licenses should go through CIO approval and procurement process.

- i. Under extraordinary scenarios, DPH may use P-Cards to pay the above fees to suppliers even if they accept other forms of payment. In these rare cases, DPH must document the justification for P-Card use over other procurement methods (e.g. unavoidable time constraints for expiring licenses, discounted rates, etc.). In general, DPH must still use standard procurement methods whenever feasible.

- 8) HEDIS Annual Digital Measures for ECDS Reporting: CA QIP Program is the gold standard in health care performance measurement, used by more than 90 percent of the nation's health plans and many leading employers and regulators. This is a proprietary manual that can only be purchased from the National Committee for Quality Assurance (NCQA) [online store](#).
- 9) Other DPH programs may request p-card purchases from the Department Coordinator with justification for why good or services cannot be procured through standard purchasing mechanisms.

#### d. Supporting Documentation

- 1) To process payment, p-cardholders must submit a completed and approved Direct Payment Request form.
- 2) For all transactions, cardholders must submit Supplier Pre-Approval Form (P-Card) approved by the Deputy Finance Officer or designee. This form will be kept on file by DPH-Fiscal Unit for reference.
- 3) For covid-19 related transaction, submit approved form 213.
- 4) For lodging accommodations and registration fees related to conferences and training, a fully approved travel and training authorization (TTA) form is required. After the conclusion of the conference/training, requesting employee must submit to DPH-Fiscal Unit all relevant supporting documents including but not limited to zero balance hotel receipt and certificates of completion if applicable as required by the Controller's Office Accounting Policies and Procedures and [DPH Staff Travel/Training Guidelines](#).



## San Francisco Department of Public Health

Dr. Grant Colfax  
Director of Health

City and County of San Francisco  
London N. Breed  
Mayor

- 5) All p-card expenses must be supported by documentation that validates the business purpose of the expenditure such as invoices and receipts.
- 6) Replenishment for FasTrak devices must be accompanied by usage reports that detail dates and itemized charges for authorized business travel for the prior value added. Any unsupported or inappropriate charges will be reimbursed to the City by the cardholder.

### 5. Reference

- a. [Controller's Accounting Policies and Procedures](#) page 356
- b. **Supplier Pre-Approval Form (P-Card)**