



MEMORANDUM

TO: MANAGERS AND SUPERVISORS
FROM: KATE C. DAVIS *Kate Davis*
DATE: OCTOBER 14, 2021
SUBJECT: CREDIT CARD USAGE POLICY

The Virgin Islands Procurement Policy and Procedures as it relates to Credit Card Purchases states that “VIPA shall use credit card purchases as a complement to existing policies and procedures to take advantage of competitive prices and terms offered by suppliers, and to facilitate the procurement of goods outside of the territory.” It further states that “Credit card purchases shall follow the bidding procedures outlined in Section IV” of the policy.

Therefore, prior to requesting the use of the credit card to procure goods and services the respective departments are responsible for obtaining at least two (2) quotes from bona fide vendors or if you are unable to obtain two quotes, a justification letter is required as per our procurement policy. Once the quotes or an approved justification letter have been obtained, the information must be entered into the SAP system to ensure that the funds are available when the credit card reconciliation is completed at the end of the month. Additionally, the attached Credit Card Approval Form should be completed and submitted in SAP along with the requisition. For emergency purchases, please follow the current procedures.

Should you have any further questions or concerns, please do not hesitate to contact Monique Hendricks, Purchasing Supervisor STX, Michael Hawley, Purchasing Supervisor STT or myself.