



Accounting
**Blue Comdata Credit Card
Purchases**

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Purpose:

The purpose of this Standard Operating Procedure is to identify when to make purchases using the company issued Blue Comdata credit card and how to document each purchase using the Blue Comdata credit card.

Procedure:

- 1) The Blue Comdata credit card should be used to make purchases when the following conditions exist.
 - A) Material is not purchased through a Procore Purchase Agreement.
 - B) Credit terms with the vendor have not or cannot be established before purchased items are needed.
 - i) Do not use credit card if credit card fees are charged.
 - ii) Do not use credit cards if vendor prefers another payment option.
 - C) Purchases for equipment fuel, misc. purchases (Amazon, job meals, parking, travel expenses, hotel expenses, permits, etc.)
 - D) Credit card purchasing limits are based on company position and need.
- 2) Take a picture of the credit card receipt using the HH2 document flow application on your cell phone or scan and upload a copy of the credit card receipt to HH2 on your laptop, iPad or computer.
- 3) Provide the project number, cost code, cost category, and description for each purchase when the HH2 document flow application is used on your cell phone or when scanning the document and uploading to HH2 on your laptop, iPad or computer.
- 4) The Blue Comdata credit card transactions are imported into the HH2 website from Comdata 2 times each month.
 - A) The first import is a couple of days after the first day of the month.
 - B) The second import is a couple of days after the fifteenth day of the month.
- 5) The Blue Comdata credit card transactions will enter the HH2 workflow approval process.
 - A) Transactions that have not been coded properly at time of purchase will begin at the level of the employee that made the purchase for coding and approval.
 - B) Transactions that are coded correctly and completely will begin at the level of the immediate supervisor of the employee that made the purchase for review and approval.
- 6) Once the coding and approval process is complete, the credit card transactions are exported from HH2 into Sage 300.
- 7) The credit card transactions are in a new file in the A/P module of Sage 300 until they are ready to be posted.
 - A) The credit card transactions can be reviewed while in the new file.
 - B) Changes can be made to the credit card transaction while it is in the new file before it is posted to the appropriate project or GL account.
- 8) Go to the A/P module. Select the new file with the credit card transactions.
- 9) Click on print-to-file and save to post the transactions in accounts payable.
- 10) Payments to Comdata are made two times each month.