1. There is an appropriate budget ordinance or project/grant ordinance appropriation authorizing the obligation
2. Sufficient monies remain in the appropriation to cover the amount that is expected to be paid out in the current fiscal year if the expenditure is accounted for in the budget ordinance/resolution or the entire amount if the expenditure is accounted for in the a project/grant ordinance

The Finance Department will enter an encumbrance in the accounting system for each department in an adequate amount to cover one month's purchases for the P-Card.
For specific purchasing guidelines on P-Cards, see section X

X. PURCHASE/CREDIT CARDS

Replace this section with:

The Town may issue Purchasing Cards (P-Cards) to authorized employees to facilitate efficient purchasing of goods and services for official Town business.

The issuance, use, administration, reconciliation, and oversight of Purchasing Cards shall be governed by the Town of Black Mountain Purchasing Card Policy, as adopted and amended by the Town.

All Purchasing Card transactions remain subject to this Purchasing Policy, the Town's Budget Ordinance, Travel Policy, applicable North Carolina General Statutes, and any other applicable Town policies.

Employees issued Purchasing Cards shall comply with all requirements of the Purchasing Card Policy and annually execute the required Cardholder Agreement.

10.1 Employee Responsibilities