



Book	Policy Manual
Section	600 Finances
Title	Procurement Cards - PROPOSED NEW LANGUAGE
Code	625
Status	First Reading
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Authority

The Board approves the use of procurement cards for permissible purchases and/or services by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.[\[1\]](#)

The Superintendent shall annually designate and approve the list of employees authorized to use the district procurement cards and their corresponding spending limits.

The Director of Business Operations shall purchase adequate insurance coverage for procurement card misuse.

Definition

Procurement card - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.

Delegation of Responsibility

A list of authorized users of procurement cards shall be maintained in the Business Office and shall include employees in designated positions.

All use of procurement cards shall be supervised and monitored on a regular basis by the Director of Business Operations and Superintendent, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.

Proper accounting procedures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Director of Business Operations and Accounting Services Manager.

An employee authorized to use a procurement card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.

Guidelines

Each employee using a district procurement card shall sign a card usage agreement and receive training on applicable policies and procedures by the Business Department.

Procurement cards shall be used only for authorized district purchases and shall not be used for personal purchases. The district retains the authority to revoke any procurement card used for unauthorized or personal purposes.

Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy.[2]

The established procedure for processing purchases by employees using procurement cards shall be as follows:

- 1. Employee deals directly with the authorized vendor for all disputed transactions.**
- 2. Business Office receives the consolidated invoice for payment.**
- 3. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, adds appropriate account code, attaches receipts, and signs to indicate accuracy.**
- 4. Supervisor reviews statement and signs approval.**

Purchases on his/her assigned procurement card by an individual employee shall not exceed the allotted and established annual budget amount.

The following list includes items authorized for purchase, without obtaining bids or quotes, by employees using procurement cards:

- 1. Stationary, office supplies.**
- 2. Minor repair items.**
- 3. Computer parts and accessories.**
- 4. Food for use in curriculum.**
- 5. Food and specialty items for cafeteria.**
- 6. Industrial arts supplies.**
- 7. Sheet music.**
- 8. Other categories as deemed necessary.**

In addition, items must have been approved as part of the budget for the fiscal year. In the case of unanticipated expenses the cards may be used if the item is to be paid for by outside sources such as Federal Grant funding (ex. Title I) or other local or state grant funding.

Procurement cards shall not be used to circumvent the required bidding process. Purchases over \$4,000.00 shall require the use of a purchase order in accordance with established Board policy and procedures.

**Procurement cards shall not be used for purchases that could be anticipated at the beginning of the school year and would circumvent the required bidding process.[3]
[4][5][6]**