Purchasing Cards

The purchasing card is a tool that reduces transaction costs, facilitates timely acquisition of materials and supplies, automates data flow for accounting purposes and offers flexible controls to help ensure proper usage. The purchasing card program is designed as an alternative to a variety of processes including petty cash, check requests and low dollar purchase orders. The purchasing card program is not intended to avoid or bypass appropriate purchasing or payment procedures. The card is a Visa or MasterCard credit card that is issued by the bank.

A. Eligibility for Purchasing Cards

1. Only designated regular employees of the district recommended by the supervisor of administrative services and approved by the superintendent shall be eligible for a purchasing card.

2. Each user of a purchasing card will be requested to sign a cardholder agreement as part of the card application which outlines the cardholder responsibilities and obligations.

3. Each user agrees that the card will not be used for personal purchases.

B. Use of the Card

1. Receipts of all purchases shall be saved and immediately turned over to the appropriate budget secretary.

2. The card is not authorized for any capital outlay, major purchases, or food/beverages or hotel purchases unless specifically approved.

C. Reconciliation of Purchasing Card Account

1. All receipts will be given to the appropriate budget secretary immediately after purchase.

2. The budget secretary will review the purchase to ensure it is within the purchasing guidelines.

3. Once a month the budget secretary will access the cardholder statement online and enter the account number for payment to be charged and submit to the business office.
4. Periodically throughout the year random audits will be conducted by the business office to ensure procedures are being followed.

D. The Assistant Superintendent of Finance and Business or his/her designee shall conduct independent regular reviews of each cardholder’s activity to verify that the purchasing card is being used in accordance with this policy and administrative guidelines. Prices for commonly priced items should be periodically verified to prevent schemes of purposeful price inflation.

E. Cardholders must use common sense and good judgement when using school resources. This policy and related administrative guidelines cannot cover every issue, exception, or contingency that may arise during the cardholder’s use of the purchasing card.

F. Cardholders will immediately surrender theirs cards upon request of the Assistant Superintendent of Finance and Business and shall surrender their cards upon separation from employment. Cardholders are required to take reasonable prudent measures to protect the use of custody of the card and shall immediately notify the Assistant Superintendent of Finance and Business if the card is lost or stolen.

G. The purchasing card may never be used to purchase alcohol or personal items or services. The personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward by the employee/cardholder is prohibited under any circumstances. Misuse of the purchasing card may result in disciplinary action.

H. To obtain a purchasing card, approved employees must provide the bank issuing the card with all personal information required by the bank to issue a card.