

# CARLISLE AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PROCUREMENT CARDS

ADOPTED: August 18, 2016

REVISED: February 17, 2022

## 625. PROCUREMENT CARDS

### **Authority**

The Board approves the use of procurement cards for purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for purchases, and streamline vendor payment. [1]

### **Definition**

Procurement card - a corporate charge card designed to improve the efficiency of district purchases.

### **Delegation of Responsibility**

The Board authorizes the Business Manager and/or Assistant Business Manager to approve the employees who will be issued a procurement card. They will develop, maintain, and implement appropriate systems and controls for the use of the cards in accordance with this policy.

### **Guidelines**

The Business Office shall maintain a listing of authorized users issued a procurement card, establish safeguards to prevent the misuse of such cards, and maintain adequate insurance coverage in the case of unauthorized use of a card.

Spending limits and merchant category codes shall be assigned by the Business Manager or Assistant Business Manager. They may authorize an exception to exceed the card spending limit if budgeted resources exist to cover a purchase or purchases.

Each employee using a procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.

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.

Procurement cards shall be used for authorized district purchases and shall not be used for personal purchases, or other use that is contrary to laws, regulations or internal policies. The district retains the authority to revoke any procurement card used for unauthorized or personal purposes.

Procurement cards can be used to make purchases from a number of expense categories as established by the Business Manager.

The procedure for using procurement cards shall be as follows:

1. Cardholder verifies that adequate budget resources exist and works directly with the vendor to execute a purchase.
2. Cardholder keeps the receipt until the billing statement is received.
3. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, attaches receipts, and assigns account codes to purchases.
4. Supervisor reviews the statement and receipts for budget resources, coding, and appropriateness; signs approval; then forwards the documents to the business office by the 20<sup>th</sup> day of the following month.
5. The business office will keep original and/or electronic copies of billing statements and receipts on file for 7 years.

Cards may not be used to obtain cash. [2][3]

Procurement cards shall not be used to circumvent the required bidding process. [7][8]

Violations of this policy by an employee shall result in disciplinary action, in accordance with Board Policy. [5][6]

**Legal References:**

1. SC 510
2. SC 751
3. SC 807.1
4. Pol. 317
5. Pol. 417
6. Pol. 517
7. Pol. 610
8. Pol. 611