

SECTION: FINANCES

TITLE: PROCUREMENT CARDS

ADOPTED: September 22, 2008

REVISED: August 16, 2010

# FAIRVIEW SCHOOL DISTRICT

625. PROCUREMENT CARDS	
1. Authority SC 510	<p>The Board approves the use of procurement cards for permissible purchases 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.</p> <p>The Board shall purchase adequate insurance coverage for procurement card misuse.</p>
2. Definition	<p><b>Procurement card</b> - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.</p>
3. Delegation of Responsibility	<p>A list of authorized users of procurement cards shall be maintained in the business office and shall include employees in designated positions.</p> <p>All use of procurement cards shall be supervised and monitored on a regular basis by the Business Manager, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.</p> <p>Proper accounting procedures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Business Manager.</p> <p>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.</p>
4. Guidelines	<p>Each employee using a district procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.</p>

Pol. 317, 417, 517

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. Should the failure to follow policies and procedures be deemed willful and flagrant, such use shall be grounds for disciplinary action up to and including dismissal. Misappropriation of funds shall require full restitution to the district, including interest.

All questions regarding the appropriate use of the card should be addressed to the principal or administrator with budget authority or the Business Manager.

Procurement cards cannot be used for staff travel and entertainment expenses except for the travel arrangements made by business office staff for district personnel for the purpose of traveling for district purposes, and for district travel-related expenses for coaches and nonadministrative staff.

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

1. Cardholder deals directly with the vendor.
2. The merchant will be told that the purchase is tax-exempt when the purchase is initiated. If a tax exemption certificate is required by the merchant, the contact name, address and phone number shall be forwarded to the Accounting Assistant for processing.
3. Cardholder confirms that adequate budget dollars are in the proper account to cover the purchase. A requisition shall be entered in Navision before or just following the purchase (within three (3) business days) in order to commit funds for this purchase.
4. Business office receives the consolidated invoice for payment.
5. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, signs, and attaches receipts.
6. Supervisor reviews statement and signs approval.

Purchases on his/her assigned procurement card by an individual employee shall not exceed the limits as set forth in the Procurement Card procedure.

Other limits may be imposed as needed such as for one-time purchases or for unique needs as outlined in the Procurement Card procedure.

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	<p>The following list includes but is not limited to items authorized for purchase, without obtaining bids or quotes, by employees using procurement cards:</p> <ol style="list-style-type: none"><li>1. Stationery, office supplies.</li><li>2. Transportation parts and supplies.</li><li>3. Maintenance parts and supplies.</li><li>4. Computer parts and accessories.</li><li>5. Food for use in curriculum.</li><li>6. Food and specialty items for cafeteria.</li><li>7. Classroom supplies.</li></ol>
SC 751, 807.1 Pol. 610, 611	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.
SC 751, 807.1	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.
	The Procurement Card procedure shall be provided to the Board of School Directors whenever it is revised.
	References:
	School Code – 24 P.S. Sec. 510, 751, 807.1
	Board Policy – 317, 417, 517, 610, 611