

# Policy Guide



Policy No. 625

Section FINANCES

Title PROCUREMENT CARDS

Adopted NOVEMBER 20, 2014

Revised AUGUST 20, 2019

	<p style="text-align: center;"><b>POLICY NO. 625 PROCUREMENT CARDS</b></p> <p><b>Section 1</b>    <u><b>Authority</b></u></p> <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><b>Section 2</b>    <u><b>Definition</b></u></p> <p><b>Procurement card</b> – a corporate charge card designed to reduce the cost of small dollar purchases.</p> <p><b>Section 3</b>    <u><b>Delegation of Responsibility</b></u></p> <p>A list of authorized users of procurement cards shall be maintained by the Assistant to the Superintendent for Operations 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 Assistant to the Superintendent for Operations, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.</p> <p>Proper accounting measures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Assistant to the Superintendent for Operations.</p>	
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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.

**Section 4**

**Guidelines**

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

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.

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

1. Employee receives pre-approval for purchase in accordance with purchasing guidelines.
2. Employee deals directly with the vendor.
3. Business office receives the consolidated invoice for payment.
4. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, and attaches receipts.
5. Supervisor reviews statement and signs approval.

Purchases on his/her assigned procurement card by an individual employee shall be made at only vendors listed on Merchant Category Code (MCC) list.

Pol. 817

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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 or other District policies.

SC 751, 807.1  
Pol. 610, 611

References:

School Code – 24 P.S. Sec. 751, 807.1

Board Policy – 610, 611, 817