ERIE COUNTY TECHNICAL SCHOOL

SECTION: FINANCES

TITLE: PROCUREMENT CARDS

ADOPTED: February 24, 2005

REVISED:

	625. PROCUREMENT CARDS
1. Authority SC 510	The Operating Committee approves the use of a procurement card process for permissible purchases and vendor payments by designated employees to: • Improve the efficiency of purchasing and payment activities, • Reduce processing expenses of producing requisitions, purchase orders, and checks. • Improve controls for small-dollar purchases, and • Streamline vendor payment. The Operating Committee directs the administration to establish safeguards to prevent misuse of such cards. The Operating Committee shall approve the list of employees authorized to use technical school procurement cards. The Operating Committee shall purchase adequate insurance coverage for procurement card misuse.
2. Definition	Procurement card – an organizational purchasing card designed to reduce the cost and bureaucracy of purchasing and vendor payment activities.
3. 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 Business Manager, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose. Proper accounting measures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Business 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.

4. Guidelines

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

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

Pol. 317, 417, 517

Violations of this policy by an employee shall result in disciplinary action, in accordance with Operating Committee policy.

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

- Employee deals directly with the vendor.
- Business office receives the consolidated invoice for payment.
- Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, and attaches receipts.
- Supervisor reviews statement and signs approval.

Purchases on his/her assigned procurement card by an individual employee shall not exceed the billing or budget cycle limit, or declining balance limit as assigned by the Business Manager.

The following list includes but is not limited to items authorized for purchase, without obtaining bids or quotes, by employees using procurement cards:

- Stationery, office supplies.
- Repair services and parts
- Computer hardware
- Food for use in curriculum and school related meetings.
- Food and specialty items for Food Service.

	• Instructional supplies • Textbooks and software • Utilities • Contracted services • Career and Alternative Education Program supplies and food • Gasoline for school owned, leased and rented vehicles.
SC 751, 807.1 Pol. 610, 611	Procurement cards shall not be used to circumvent the required bidding process. Purchases over $4,000.00 require quotes and/or bids in accordance with established Operating Committee policy and procedures. Payment to the vendor for these items over $4,000 may be made with a procurement card upon approval of the Business Manager.
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.
School Code 510, 751, 807.1 Operating Committee Policy 317, 417, 517, 610, 611	