Book	Policy Manual
Section	600 Finances
Title	Procurement Cards
Code	625
Status	Second Reading
Legal	1. Pol. 317 2. 24 P.S. 751 3. 24 P.S. 807.1 4. Pol. 610 5. Pol. 611
Last Revised	February 6, 2019
Last Reviewed	February 6, 2019

Authority

The **Joint** Operating Committee 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 **Joint** Operating Committee directs the administration to establish safeguards to prevent misuse of such cards.

The **Joint** Operating Committee shall approve the list of employees authorized to use school procurement cards.

The **Joint** Operating Committee shall purchase adequate insurance coverage for procurement card misuse.

Definition

Procurement card - a **corporate charge** card designed to reduce the cost and bureaucracy of **small-dollar** purchases.

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 **procedures** 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.

Guidelines

Each employee using a 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 school purchases and shall not be used for personal purchases. The school 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 **Joint** Operating Committee policy.[1]

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

1. Employee deals directly with the vendor.

2. Business Office receives the consolidated invoice for payment.

3. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, and attaches receipts.

4. Business Manager and Director 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.

Procurement cards shall not be used to circumvent the required bidding process.[2][3][4][5]

Last Modified by Terri Birchard on February 6, 2019