

Book	Policy Manual
Section	Vol 39 No 1 Aug 2020 REVISIONS
Title	Copy of PURCHASING CARDS
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6424 - **PROCUREMENT CARDS**

The Board of Education recognizes that procurement cards offer a convenient and efficient method of purchasing minor goods and services, and therefore authorizes the use of procurement cards. The Board authorizes the Treasurer/CFO to obtain procurement cards for use with Board-approved vendors. The name of the District shall appear on each card.

Procurement cards are cards issued to authorized employees to make purchases of designated items at authorized businesses, and are linked to either a credit card or bank account. They function like a credit card, except that there are more options for spending controls.

The Treasurer/CFO shall establish per purchase and per month dollar limits with each voucher for every procurement card, the total value of which shall not exceed \$ 12,000 per year. The Treasurer/CFO may also establish limits on the number of purchases that may be made per day, week, or month with the card. Purchases must be limited to items in the following Merchant Category Codes:

1. office supplies
2. printing and stationery
3. catering and other food purchases
4. computers and software
5. _____
6. _____
7. other purchases approved by the Treasurer _____ on a case-by-case basis.

The bank manages the procurement card and will provide invoices at least monthly. The Treasurer/CFO will approve these invoices prior to payment being made. Employees shall submit itemized receipts within ten (10) _____ days after purchases are made.

The Board authorized the following employees to use procurement cards:

1. Treasurer _____
2. Superintendent _____

Employees who use a procurement card are subject to all procedures and restrictions that apply to the use of credit cards summarized in Policy 6423, as well as administrative guidelines developed by the (x) Superintendent (x) Treasurer/CFO.

All approved cardholders must agree to abide by procurement card procedures and regulations set forth in this policy as well as Policy 6423 and relevant administrative guidelines. All transactions must be made by the individual to whom the card is issued. Employees are responsible for the security and physical custody of the card. Lost or stolen cards shall be reported immediately to the Treasurer/CFO.

Employees may use procurement cards only for school-related purposes in accordance with State law and Board policy. Procurement cards shall not be used or circumvent the general purchasing procedures required by Ohio law and Board policy. The procurement card may never be used to purchase alcohol or personal items or services, nor is the personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward program permitted under any circumstances.

[x] Employees shall be responsible for any and all unrelated or unsubstantiated purchases and shall be required to make full reimbursement to the District within thirty (30) business days.

Cardholders will immediately surrender their cards upon request of the Treasurer _____ for administrative reasons and shall surrender their cards upon separation from employment. This policy and related administrative guideline cannot cover every issue, exception, or contingency that may arise during the cardholder use of the procurement card.

The Treasurer _____ shall conduct independent regular reviews of each cardholder's activity to verify that the purchasing card is being used in accordance with this policy and administrative guidelines. Prices for commonly priced items should be periodically verified to prevent schemes of purposeful price inflation.

~~All approved cardholders must agree to abide by purchasing card procedures and regulations set forth in this policy and relevant administrative guidelines. All transactions must be made by the individual to whom the card is issued.~~

~~Purchasing card banks shall be provided no individual cardholder information (e.g., credit records or social security numbers) other than the individual cardholder's work address.~~

~~The treasurer shall conduct independent regular reviews of each cardholder's activity to verify that the purchasing card is being used in accordance with this policy and administrative guidelines. Prices for commonly priced items should be periodically verified to prevent schemes of purposeful price inflation.~~

~~Cardholders must use common sense and good judgment when using school resources. This policy cannot cover every issue, exception, or contingency that may arise during the cardholders use of the purchasing card.~~

~~Inappropriate or illegal use of the credit card and/or failure to strictly comply with the requirements set forth by the Treasurer and/or the Superintendent may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.~~

~~Cardholders will immediately surrender their cards upon request of the Treasurer for administrative reasons, and shall surrender their cards upon separation from employment.~~

~~The purchasing card may never be used for personal items or services, nor is the personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward permitted under any circumstances.~~

~~**Credit Card Rewards are only redeemable by the Treasurer and only for the benefit of the School District.**~~

~~The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.~~

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Last Modified by Regina Jutz on August 10, 2020