



SECTION: FINANCES

TITLE: PROCUREMENT CARDS

ADOPTED:

REVISED:

<p>1. Authority SC 510</p> <p>2. Definition</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">625. PROCUREMENT CARDS</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>The Board shall approve the list of employees authorized to use district procurement cards.</p> <p>The Board shall purchase adequate insurance coverage for procurement card misuse.</p> <p>Procurement card - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.</p> <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</p> <p style="padding-left: 40px;"><input type="checkbox"/> Business Manager,</p> <p style="padding-left: 40px;"><input type="checkbox"/> Superintendent,</p> <p>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</p> <p style="padding-left: 40px;"><input type="checkbox"/> Business Manager.</p> <p style="padding-left: 40px;"><input type="checkbox"/> Superintendent.</p>
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NOTES:

If district has three (3) employee sections, remember to change the policy cites in the policy and references.