



SECTION: 726

TITLE: PROCUREMENT CARDS

# NESHAMINY SCHOOL DISTRICT

1	<b>I. AUTHORITY</b>	The Board approves, on a pilot basis, for one fiscal year, the use of	1
2	SC 510	procurement cards for permissible purchases by designated employees to	2
3		improve the efficiency of purchasing activities, reduce processing expenses,	3
4		improve controls for small-dollar purchases, and streamline vendor payment.	4
5		The Board directs the administration to establish safeguards to prevent misuse	5
6		of such cards. The Board has the right to terminate the program if abuse	6
7		cannot be corrected or if the program is not fiscally beneficial to the District.	7
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9		The Business Office shall issue the list of employees authorized to use direct	9
10		procurement cards.	10
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12		The Board shall ensure adequate insurance coverage for procurement card	12
13	<b>II. DEFINITION</b>	misuse.	13
14			14
15		<b>Procurement card</b> - a corporate charge card designed to reduce the cost and	15
16	<b>III. DELEGATION</b>	bureaucracy of small-dollar purchases.	16
17	<b>OF</b>		17
18	<b>RESPONSIBILITY</b>	A list of authorized users of procurement cards shall be maintained in the	18
19		Business Office and shall include employees in designated positions.	19
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21		All use of procurement cards shall be supervised and monitored on a regular	21
22		basis by the Business Administrator who shall ensure the use of such cards is	22
23		in accordance with the funds budgeted for this purpose.	23
24			24
25		Proper accounting measures for the use of procurement cards shall be	25
26		developed, distributed, implemented, and monitored by the Business	26
27		Administrator.	27
28			28
29		An employee authorized to use a procurement card shall maintain adequate	29
30		security of the card while it is in his/her possession. Under no circumstances	30
31	<b>IV. GUIDELINES</b>	may the card be used by another individual.	31
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33		Each employee using a district procurement card shall sign a card usage	33
34		agreement and receive training on applicable policies and procedures.	34

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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 cards 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 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. supervisor reviews statement and signs approval

Purchases on his/her assigned procurement card by an individual employee shall be designed to not exceed any of the following as determined by the Business Office guidelines:

- single transaction dollar limit
- daily dollar limit
- purchase frequency
- budget cycle limit
- Merchant Category Code (MCC) list

The following list includes but is not limited to items authorized for purchase by employees using procurement cards:

- stationery, office supplies
- minor repair items
- computer parts and accessories
- food for use in curriculum
- food and specialty items for cafeteria
- industrial arts supplies
- sheet music

The following supplies and services shall not be purchased using procurement cards except as approved by the Business Office:

- capital equipment
- item stocked in WIS inventory
- federal or state funded project items

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2 SC 751, 807.1

Procurement cards shall not be used to circumvent the required bidding process. Purchases over \$4,000, due to capital amount requirements, shall require the use of a purchase order in accordance with established Board policy and procedures.

7 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.

31 JR/sab

32 Approved: 3/2008