



Department: Finance/Purchasing
Policy Number: PUR-A003
Effective Date: 5/15/06

ADMINISTRATIVE POLICY

PROCUREMENT CARD

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

The purchasing card program delegates the authority and capability of purchasing items \$1,000.00 or under directly to designated cardholders. This allows employees to purchase supplies and materials faster and easier to make the performance of their jobs more efficient and effective.

The purchasing card program is to be used primarily to purchase items \$1,000.00 or under for total order; however, procurement cards are maintained by the Business Affairs Department to address major expenditures in excess of \$1,000.00 (travel, technology, textbooks, warehouse supplies, etc.). Procurement cards will also be assigned to individuals for purchases exceeding \$1,000.00 when a need is determined for operational efficiency by the Chief Finance Officer (CFO).

Purchasing cards issued by the school district shall be used only for school or district related purposes. Unauthorized or personal use of the procurement card will require reimbursement by the cardholder and may result in disciplinary action up to and including termination of employment and prosecution to the extent permitted by law.

Cardholders must comply with all guidelines for use as established in procedure PUR-P007. The CFO or designee must authorize all procurement cards and any misuse of this privilege could result in the cancellation of the credit card and possible disciplinary actions.

Implementing Procedures: [PUR-P007](#) Procurement Card Purchasing Procedure

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/30/04		Initial Release
5/15/06	A	Revised to address purchases over \$500.00.
10/31/11	B	Changed \$500.00 to \$1,000.00. Updated logo.
10/05/15	C	Para 2, changed procurement card to cards. Updated logo.
11/12/18	D	Added para. 3: "Purchasing cards issued..."

***** End of Policy *****