



SECTION: FINANCE

POLICY: 631

TITLE: PROCUREMENT CARDS

ADOPTED: March 13, 2006

REVISED: June 8, 2020

LAST REVIEWED:

I. PURPOSE

- A. The Board approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, financial advantages, 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.
- B. The Board shall approve the list of employees authorized to use District procurement cards.
- C. The Board shall maintain adequate insurance coverage for procurement card misuse.

II. DEFINITIONS

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

III. POLICY

- A. A list of authorized users of procurement cards shall be maintained in the business office and shall include employees in designated positions.
 - a. All use of procurement cards shall be supervised and monitored on a regular basis by the Business Administrator, or his/her designee, who shall ensure the use of such cards in accordance with the funds budgeted for this purpose.
 - b. Proper accounting measures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Business Administrator or his/her designee.
 - c. 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.
- B. Each employee using a District procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.
- C. Procurement cards shall be used only for authorized District purchases and are prohibited from use for personal purchases. The District retains the authority to revoke any procurement card used for unauthorized or personal purposes.

- D. Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy.

IV. DELEGATION OF AUTHORITY

The Business Administrator or his/her designee shall develop guidelines to implement this policy in accordance with applicable law.

V. REFERENCES

24 P.S. 5-510