

Procurement Cards

A. DEFINITIONS

1. Procurement Card

The card functions the same as a purchase order for individuals, schools, and/or departments to make purchases.

2. Procurement Card Custodian

The card Custodian is the individual who has the responsibility for the card including authorizing disbursements, accounting and reconciliation of the card account. The custodian will sign a Memorandum of Understanding for the use of the card. Business Services will assign and disperse the cards. Payments to the procurement card company will be handled by Business Services.

3. Other individuals approved for purchasing by the Custodian must have on file a Memorandum of Understanding with Business Services before use of the card is allowed.

B. REQUESTING A PROCUREMENT CARD

1. Submit written requests to Business Services explaining the request.

2. Card Approval

a. Having been notified of the need for a card, Business Services will review the individual request. Upon approval of the individual's request Business Services will send to the requesting official a Memorandum of Understanding to be signed, dated, and returned.

b. Upon the return of the Memorandum of Understanding Business Services will issue a procurement card.

C. REQUESTING A TEMPORARY INCREASE TO THE AUTHORIZED LIMIT ON AN EXISTING PROCUREMENT CARD

1. Submit a request to Business Services explaining the need for increase.

2. Business Services will review the request. Upon approval Business Services will adjust the authorized limit for the temporary purchase. Upon completion of the purchase the authorized limit will be returned to the original amount.

D. USE OF PROCUREMENT CARD

1. Authorized Uses
 - a. The card may be used to make purchases which do not exceed your authorized dollar amount.
2. Unauthorized Uses - The following items **MAY NOT** be paid for with your card:
 - a. Charitable contributions
 - b. Salaries/wages
 - c. Unauthorized travel costs per District Travel Policy
3. Reimbursement of Procurement Card
 - a. Receipts for charges listed on the monthly transaction report **MUST BE** attached and submitted to Accounts Payable within five (5) working days after receipt of the transaction report.
 - b. Compensating tax shall be charged to your budget when sales tax was not included in your payment.

E. SAFEGUARDS OF PROCUREMENT CARD

1. General Guidelines
 - a. The card shall be in a secured area/place that is lockable when not in use.
 - b. Notify Business Services immediately if making changes to the authorized custodian.
 - c. Misuse of the card could result in discipline and/or personal liability for dishonored charges. Upon such revocation the District shall not be liable for any costs subsequently charged to the card.
 - d. Notify the Business Services immediately in the case of theft or loss of your card.