



Financial Management – Series 7000 District Procurement Card – 7323P

Procurement Cards are intended to be used for low value, pre-approved purchases that benefit the District by increasing efficiency and reducing costs. Procurement Cards are not meant to be used in place of Purchase Orders. Procurement Cards are not a substitute for public bidding and the statutorily mandated bidding process will continue to apply.

ISSUANCE OF PROCUREMENT CARDS

- A. Request for issuance of Procurement Cards must be made through the District Business Services office.
- B. Procurement Cards for travel expenses (Travel Cards) can be temporarily issued to employees for their board approved travel expenses. The card will be released prior to date of travel and must be returned to the District Business Services office immediately upon return from travel with all receipts.
- C. All users of a Procurement Card or Travel Card shall sign a PROCUREMENT CARD ISSUANCE AGREEMENT accepting responsibility for all charges made on the card.
- D. Transaction and dollar limitations shall be addressed on the PROCUREMENT CARD ISSUANCE AGREEMENT.

USAGE of PROCUREMENT CARDS

- A. Procurement cards may be used to make current year purchases of district-related supplies and materials. Orders may be placed over the telephone, Internet, or onsite at vendor locations.
- B. The Procurement Cards shall not be used for the following, unless otherwise specified:
 - Purchases over \$350;
 - Salaries or wages;
 - Cash advances;
 - Donation to charities;
 - Consultants or contractual services;
 - Gifts (including flowers or meals for employees);
 - Equipment requiring Technology Support's approval (computer, printers, digital or document cameras, software, etc);
 - And grant funded expenditures, unless approved by the Superintendent or designee.

- C. Request to purchase with a Procurement Card must begin with the requester completing Part I of the AUTHORIZATION TO USE PROCUREMENT CARD Form. This form must be submitted to the Budget/Building Administrator for approval.
- D. Upon approval, Part II of the AUTHORIZATION TO USE PROCUREMENT CARD Form shall be completed and returned to the requester.
- E. Once the purchase has been made, Part III of the AUTHORIZATION TO USE PROCUREMENT CARD Form shall be completed by the requester. All original receipts, invoices marked paid and packing slips must be attached.
- F. All prior week's AUTHORIZATION TO USE PROCUREMENT CARD Forms shall be forward to the District Business Services office by Monday of each week.
- G. Business Services shall weekly reconcile all Procurement Cards activity and alert the Procurement Card holder of any discrepancies.
- G. Should a receipt be lost, a PROCUREMENT CARD AFFIDAVIT OF LOST RECEIPT Form should be completed and submitted to the District Business Services office along with an approved AUTHORIZATION TO USE PROCUREMENT CARD Form.
- H. Failure to follow the above steps can lead to the District revoking use of the Procurement Card.
- I. Any charge against the Procurement Card not properly identified or not allowed by the District shall be paid by the authorized user of the card. Such payment may be made by check, cash or salary deduction within 30 days.

GENERAL GUIDELINES

- A. Vendors should include sales tax on all purchases.
- B. If the purchased item is returned, the vendor shall issue a credit to the Procurement Card. An AUTHORIZATION TO USE PROCUREMENT CARD Form should be completed and submitted for this credit with appropriate receipts.
- C. Procurement Cards shall be stored in a secure area and account numbers shall be safeguarded.
- D. If a Procurement Card is lost or stolen, it is the user's responsibility to contact the bank and the District Business Services office immediately. A new card will be issued and the user shall destroy the old card if it is found.