

# UNITED SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PROCUREMENT CARDS

ADOPTED: December 13, 2011

REVISED:

625. PROCUREMENT CARDS	
1. Authority SC 510	<p>The Board approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, 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.</p> <p>The Board shall approve the list of employees authorized to use district procurement cards.</p> <p>List of Authorized Users:</p> <ol style="list-style-type: none"> <li>1. Superintendent – personal card and business office card approval.</li> <li>2. Director of Finance – personal card and business office card approval.</li> <li>3. Director of Education – personal card approval.</li> <li>4. Building Principals and Assistant Principals – personal card approval.</li> <li>5. Facilities Supervisors – personal card approval.</li> </ol> <p>The Board shall purchase adequate insurance coverage for procurement card misuse.</p>
2. Definition	<p><b>Procurement card</b> - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.</p>
3. Delegation of Responsibility	<p>A list of authorized users of procurement cards shall be maintained in the Business Office and shall include employees in designated positions.</p> <p>All use of procurement cards shall be supervised and monitored on a regular basis by the Business Manager, who shall ensure the use of such cards in accordance with the funds budgeted for this purpose.</p>

625. PROCUREMENT CARDS - Pg. 2

<p>4. Guidelines</p>	<p>Proper accounting procedures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Business Manager and Superintendent.</p> <p>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.</p> <p>Each employee using a district procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.</p> <p>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 card used for unauthorized or personal purposes.</p>
<p>Pol. 317</p>	<p>Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy.</p> <p>The established procedure for processing purchases by employees using procurement cards shall be as follows:</p> <ol style="list-style-type: none"><li>1. Employee deals directly with the vendor.</li><li>2. Business Office receives the consolidated invoice for payment.</li><li>3. Cardholder verifies receipt of purchased items, submits a monthly expense report with purchases, and attaches receipts.</li><li>4. The Director of Finance will reconcile billing statements.</li><li>5. Supervisor reviews monthly expense report and receipts and signs approval.</li></ol> <p>Purchases on his/her assigned procurement card by an individual employee shall not exceed the following:</p> <ul style="list-style-type: none"><li>• Single Transaction dollar limit, \$1,000.00.</li><li>• All users except general business office card, Single Transaction dollar limit, \$80,000.00.</li><li>• Monthly dollar limit \$5,000.00.</li></ul>

625. PROCUREMENT CARDS - Pg. 3

	<ul style="list-style-type: none"> <li>• All users, except general business office card, Monthly dollar limit, \$100,000.00.</li> </ul> <p>The following list includes but is not limited to items authorized for purchase, without obtaining bids or quotes, by employees using procurement cards:</p> <ul style="list-style-type: none"> <li>• Stationery, office supplies.</li> <li>• Instructional supplies.</li> <li>• Minor repair items.</li> <li>• Computer equipment, parts, and accessories.</li> <li>• Conference/Seminar/Workshop registration fees.</li> <li>• Meals while at conferences, seminars, and workshops.</li> <li>• Travel and lodging while at conferences, seminars, and workshops.</li> <li>• Food for use in curriculum meetings.</li> <li>• Recurring utility bills.</li> </ul> <p>SC 751, 807.1 Pol. 610, 611</p> <p>SC 751, 807.1</p> <p>Procurement cards shall not be used to circumvent the required bidding process. Purchases over \$4,000.00 shall require the use of a purchase order in accordance with established Board policy and administrative regulations.</p> <p>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.</p> <p>References:</p> <p>School Code – 24 PS. Sec. 510, 751, 807.1</p> <p>Board Policy – 317, 610, 611</p>
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DIVISION OF THE PHYSICAL SCIENCES

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