

No. 626

SECTION: Finances

TITLE: Procurement Cards

CATASAUQUA AREA SCHOOL DISTRICT

ADOPTED: April 11, 2017

626 – PROCUREMENT CARDS		1
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1. Authority	The Board of School Directors approves the use of procurement cards for	3
School Code §	permissible purchases by designated employees to improve the efficiency of	4
510	purchasing activities, reduce processing expenses, improve controls for small-	5
	dollar purchases, and streamline vendor payments. The Board directs the	6
	administration to establish safeguards to prevent misuse of procurement cards.	7
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2. Definition	When used in this policy—	10
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	Procurement Card — means a corporate charge card designed to reduce the	12
	cost and bureaucracy of small-dollar purchases.	13
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3. Delegation of	The Superintendent or his/her designee shall approve the list of employees	16
Responsibility	authorized to use District procurement cards, by designated positions. This list	17
	shall be maintained in the District administration office.	18
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	All use of procurement cards shall be supervised and monitored on a regular	20
	basis by the Business Supervisor, who shall ensure the use of such cards is in	21
	accordance with the funds budgeted for this purpose. Procurement card	22
	statements shall be reviewed by the Business Supervisor.	23
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	Proper accounting procedures for the use of procurement cards, and procedures	25
	for processing purchases by employees using procurement cards, shall be	26
	developed, distributed, implemented, and monitored by the Business	27
	Supervisor.	28
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	Each administrator shall be responsible for ensuring that this Policy and	30
	administrative regulations and procedures regarding procurement cards are	31
	followed by all employees under their supervision.	32
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	The Superintendent or his/her designee shall ensure adequate insurance	34
	coverage for procurement card misuse is in place at all times, either through	35
	the procurement card provider or a commercial insurance provider, or both.	36
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4. Guidelines

Each employee using a District procurement card shall sign a card usage agreement and receive training on applicable policies and procedures. 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. A lost procurement card must be reported immediately to the Business Supervisor.

Procurement cards shall be used only for authorized District purchases and shall not be used for personal purchases or other use that is contrary to laws, regulations, or District policies, procedures, or guidelines. Purchases by an individual employee on his/her assigned procurement card shall not exceed the limits in the guidelines established by the Business Supervisor, or be from unauthorized vendors. The District retains the authority to revoke any procurement card used for unauthorized or personal purposes.

The District is exempt from paying sales or use tax in Pennsylvania (and generally other states as well). It is the responsibility of the employee using a procurement card to make the vendor aware that the transaction will be tax exempt prior to processing the sale. If a vendor charges sales tax, the cardholder must contact the vendor and obtain a credit equal to the amount of the sales tax.

An employee using a procurement card shall review each monthly statement as it is received, verify receipt of purchased items, reconcile the statement with purchases, attach receipts and other documentation required under the District’s administrative guidelines, and provide this paperwork to the Business Supervisor within seven (7) calendar days after receipt of the statement. If an employee finds an inaccurate charge, the employee should first make his/her best efforts to resolve the issue with the vendor.

Any credits earned, such as frequent flyer miles, or other things of value received as a result of the use of a District procurement card shall be solely for the benefit of the District, not the employee.

Violations of this Policy by an employee may result in disciplinary action, in accordance with law and Board policy. Employees are required to reimburse the District for any purchases made in violation of this Policy, and if an employee does not do so promptly, the District may withhold such amounts from the employee’s paycheck.

School Code §§
751, 807.1

Procurement cards shall not be used to circumvent the required bidding or quotation process. The guidelines for procurement cards shall establish a maximum transaction amount for purchases. Transactions over this limit shall require the use of purchase orders in accordance with established Board policy and procedures.

The following list illustrates the types of items which *may* be authorized for purchases by employees using procurement cards without obtaining bids or quotations. This list is not exhaustive:

1. Stationery and office supplies.
2. Minor repair items.
3. Computer equipment, parts, and accessories.
4. Food for use in curriculum.
5. Food and specialty items for the cafeteria.
6. Industrial arts supplies.
7. Recurring utility bills.
8. Sheet music.
9. Other authorized classroom materials.
10. Travel costs for travel that has been pre-approved by the Superintendent.

Procurement cards may never be used for capital asset purchases.

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