

SECTION: FINANCES

TITLE PROCUREMENT CARDS

ADOPTED: 12/2/2013

REVISED:

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

625. PROCUREMENT CARDS	
<i>1..Authority SC 510</i>	<p>The Board approves the use of procurement cards for permissible purchases and/or services to be purchased for the official use of Turkeyfoot Valley Area School District 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>The Board shall purchase adequate insurance coverage for procurement card misuse.</p>
<i>2. Definition</i>	<p>Procurement card – a corporate charge card designed to reduce the cost and administrative burden of small-dollar purchases.</p>
<i>3. Delegation of Responsibility</i>	<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 and Superintendent who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.</p> <p>Proper accounting measures 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>
<i>4. Guidelines</i>	<p>Each employee using a district procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.</p>

