

Charge Cards

Procurement cards shall be issued to authorized individual staff members to purchase goods and services in amounts not to exceed statutory limits without competitive bids. Procurement cards may also be issued for authorized district travel.

The following procedures shall be followed:

1. Each authorized employee shall execute a Procurement Card Cardholder Agreement. Each authorized employee must agree to the terms and sign the Agreement.
2. The Superintendent or his/her designee shall establish a monetary limit of authority for each employee's use of the procurement card.
3. The Superintendent or his/her designee shall establish the authorized use (purchasing goods, authorized travel, etc.) for each employee's use of the procurement card.
4. The Superintendent or his/her designee shall establish in writing purchasing parameters in accordance with law including but not limited to:
 - (a) a listing of goods and services which may be procured with the Procurement Card
 - (b) a listing of authorized vendors
 - (c) daily/weekly/monthly/annual monetary procurement card limits for each individual recipient of the Procurement Card
5. Upon receipt and use of Procurement Card, the cardholder shall submit itemized receipts and such information as periodically requested by the Superintendent or his/her designee. Any charges not properly identified or not allowed following a review by the auditing officer shall be paid by the employee. Any employee who has been issued a Procurement Card shall not use the card if any disallowed charges are outstanding.

Adoption: 8/27/07

Revised: 04.27.21