

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PROCUREMENT CARDS

1st READ: March 16, 2015 (New Policy)

ADOPTED:

625. PROCUREMENT CARDS	
1. Purpose SC 510	<p>The Board approves the use of procurement cards for permissible purchases and/or services to be purchased for the official use of the East Stroudsburg Area School District by designated employees to improve the efficiency of purchasing activities, reducing 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>Misuse insurance of \$100,000 shall be provided by the procurement card vendor.</p>
2. Definition	<p>Procurement Card - a corporate charge card designated to reduce the cost and administrative burden 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 and the 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 the 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>
4. Guidelines	<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</p>

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<p>Pol. 317, 417, 517</p>	<p>be used for personal purchases, or other use that is contrary to laws, regulations or internal policies. The District retains the authority to revoke any procurement card used for unauthorized or personal purposes.</p> <p>Violation 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">1. Employee deals directly with the authorized vendor for any disputed transactions including sales tax.2. Business Office receives the billing statement for payment.3. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, attaches receipts, indicates account numbers, and signs as correct.4. Supervisor reviews all information on the cardholder's information, verifies that all receipts are attached and signs for approval.
<p>SC 510, 751, 807.1</p>	<p>Purchases on his/her assigned procurement card by an individual employee shall not exceed the following:</p> <ol style="list-style-type: none">1. Transaction limits will be established for each card by the Business Office. Requests to change these limits must be made in writing to the Business Manager with full justification.2. Fixed expiration period will be in compliance with our fiscal calendar year July 1 through June 30. <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> <ol style="list-style-type: none">1. Stationery, office supplies2. Instructional supplies3. Minor repair items4. Computer equipment, parts and accessories5. Food for use in curriculum

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<p>SC 751, 807.1 Pol. 610, 611, 612, 613</p>	<ol style="list-style-type: none">6. Food and specialty items for cafeteria7. Industrial technology supplies8. Recurring utility bills9. Other categories as deemed necessary <p>Procurement cards shall not be used to circumvent the required bidding process.</p> <p>References:</p> <p>School Calendar – 24 P.S. Sec. 510, 751, 807.1</p> <p>Board Policy – 317, 610, 611, 612, 613</p>
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