

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	600 Finances
Title	Procurement Cards
Number	625
Status	Active
Adopted	November 10, 2014
Last Revised	September 11, 2017

Authority

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.[\[1\]](#)

Definition

Procurement card - a corporate charge card designed to reduce the cost of small-dollar purchases.

Delegation of Responsibility

A list of authorized users of procurement cards shall be maintained in the Business Office and shall include employees in designated positions.

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 is in accordance with the funds budgeted for this purpose.

Proper accounting measures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Business Manager.

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.

Guidelines

Each employee using a district procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.

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.

Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy.[2][3][4]

The established procedure for processing purchases by employees using procurement cards shall be as follows:

1. Employee receives pre-approval for purchase in accordance with purchasing guidelines.
2. Employee deals directly with the vendor.
3. Business Office receives the consolidated invoice for payment.
4. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, and attaches receipts.
5. Supervisor reviews statement and signs approval.

Purchases on his/her assigned procurement card by an individual employee shall be made at only vendors listed on Merchant Category Code (MCC) list.

Procurement cards shall not be used to circumvent the required bidding process. Purchases over \$10,700 shall require the use of a purchase order with three (3) attached quotes, and purchases over \$19,700 shall require a formal bid in accordance with the established Board policy and procedures.[\[5\]\[6\]\[7\]\[8\]](#)

Procurement cards shall not be used for purchases that could be anticipated and would circumvent the required bidding process.[\[5\]\[6\]\[7\]\[8\]](#)

Legal

[1. 24 P.S. 510](#)

2. Pol. 317

3. Pol. 417

4. Pol. 517

[5. 24 P.S. 751](#)

[6. 24 P.S. 807.1](#)

7. Pol. 610

8. Pol. 611

Last Modified by Donna Beley on October 17, 2017