

SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PROCUREMENT CARDS

ADOPTED: August 5, 2014

REVISED:

625. PROCUREMENT CARDS	
1. Authority SC 510	<p>The Board approves the proper use of district procurement cards for permissible purchases by designated employees to:</p> <ol style="list-style-type: none"> 1. Improve the efficiency of purchasing activities. 2. Reduce the utilization of petty cash and purchase orders. 3. Reduce processing expenses. 4. Improve controls for small-dollar transactions. 5. Streamline vendor payment. <p>The Superintendent shall approve the list of employees authorized to use district procurement cards.</p> <p>The Board directs the administration to establish safeguards to prevent misuse of procurement cards.</p> <p>The Board shall purchase adequate insurance coverage to ensure limited legal liability from procurement card misuse.</p>
2. Definition	<p>Procurement card - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible for developing, distributing and implementing proper accounting procedures governing the use of procurement cards, including the following:</p> <ol style="list-style-type: none"> 1. Instructions for use. 2. Handling of credits and disputed items.

<p>4. Guidelines</p> <p>Pol. 317</p>	<p>3. Security and safekeeping.</p> <p>4. Tax, cycle review and audit procedures, rules and/or regulations.</p> <p>The Superintendent shall designate the Business Administrator or designee to with the responsibility for governing the following pertaining to the use of procurement cards:</p> <ol style="list-style-type: none">1. Establish Administrative regulations.2. Work with district employees to implement this policy and administrative regulations.3. Work with district employees in the administration of fiscal regulations or procedures.4. Maintain adequate fiscal records.5. Prescribe accounting procedures or administrative regulations.6. Perform regular internal audits. <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>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> <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 specifically authorized district purchases and shall not be used for personal and/or capital asset purchases or travel and/or entertainment expenses. The district retains the authority to revoke any procurement card used for unauthorized or personal purposes.</p> <p>Purchases on his/her assigned procurement card by an individual employee shall be in compliance with specified dollar and transaction limits.</p> <p>Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy.</p>
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<p>Pol. 334, 335, 336, 337, 338, 339</p> <p>Pol. 311</p> <p>SC 751, 807.1 Pol. 610, 611</p>	<p>An employee authorized to use a procurement card shall be required to immediately cease and surrender procurement cards upon any of the following situations:</p> <ol style="list-style-type: none">1. Termination of employment with the district.2. Commencement of paid or unpaid leave.3. Request of the Business Administrator or designee.4. Suspension of employment, for any reason, lasting thirty (30) days or more. <p>Procurement cards shall not be used to circumvent the required bidding process.</p> <p>References:</p> <p>School Code - 24 P.S. Sec. 510, 751, 807.1</p> <p>Board Policy – 311, 317, 334, 335, 336; 337, 338, 339, 610, 611</p>
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