Berlin-Boylston Regional School District

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Date: February 11, 2025
From: Aaron Osborne, Director of Finance & Operations
To: The Berlin-Boylston Regional School Committee
Re: Establishment of a P-Card Program

As we continue to look at district operations, it has become apparent that there are situations and specific vendors whereby the use of a credit card is the only expeditious option for payment. Local vendors as well as many conferences, workshops, and other professional development events only take credit cards. In fact, a number of state agencies only take credit cards for payments. This results in staff often having to use their own credit cards and being reimbursed for these purposes which may not be an option and can present ethics questions around various rewards programs.

For the reasons above, we would like to begin the process of establishing a P-Card program for the district that would be very limited in scope. A P-Card is a credit card with very specific controls and restrictions that can be made down to the specific types of items that can be purchased. For example, a P-Card can be established that only allows fuel purchases or can only be used at hardware stores.

At this time, we are asking the School Committee to authorize the district to engage in a P-Card program, utilizing cards with the following limits:

Superintendent of Schools: $5,000
Director of Finance & Operations: $5,000
Director of Facilities: $2,000

Once these are established and the program is considered successful we may ask the committee to approve further cards for specific purposes and controls. It should be noted that a P-Card shall not be used in situations where a contract or purchase order may be utilized and shall not be utilized to circumvent established procurement policies or laws.

Recommendation: that the school committee authorize the Director of Finance & Operations to establish a P-Card relationship and issue cards in the amounts of $5,000 for the Superintendent, $5,000 for the Director of Finance & Operations, and $2,000 for the Director of Facilities.

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