

PROCEDURES

Purchasing Card Usage

The Wyandotte Board of Education approves the use of purchasing cards (District-issued credit cards) as a means of providing the District with an alternative method of purchasing low-dollar goods. The Board will allow the use of purchasing cards to authorized employees to assist in their ability to order and receive products directly from any vendor who accepts credit card purchases, thus allowing purchases at a faster and lower cost.

The District's Purchasing Card Program will be administered and monitored directly through the Business Office, under the direction of the Business Manager. This program is part of the statewide purchasing card program designed specifically for Michigan public school districts by approved banking institutions. The use of purchasing cards shall not be used to circumvent the Board's Purchasing and Bidding Policy and Procedures.

The Superintendent shall direct the Business Manager to develop program guidelines that will include: authorized users criteria; restrictions and limitations of card usage; auditing procedures; development of appropriate training; cardholder recordkeeping requirements; procedures and penalties if a card is misused, lost, and/or stolen; and, other appropriate guidelines.

Inappropriate or illegal use of a purchasing card and/or failure to strictly comply with the established limitations and requirements may result in loss of card privileges; disciplinary action, up to and including discharge; personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase; and/or possible referral to law enforcement authorities for prosecution.