



**CHARGE CARD AND PROCUREMENT CARD USE FOR  
DESIGNATED DISTRICT PERSONNEL**

---

**Charge Cards**

The Board authorizes the issuance of charge cards to the Superintendent and the District Office Executive Administrative Staff to be used for district purchases, acquisitions and authorized travel.

Charge card use for personal purchases is strictly prohibited.

Monthly billing statements shall be verified for accuracy with itemized invoices and/or receipts for each charged amount attached.

Statements should be reconciled in a timely manner as to avoid late fees.

**Procurement Cards**

The Board authorizes the issuance and use of procurement cards to district officers and selected staff members, which provides an effective method for making purchases of small, routine, non-capital materials and supplies, and expenses incident to authorized travel. The authorized use of procurement cards is a beneficial means to expedite payment to vendors and allows departments to delegate spending authority in a manner that facilitates day-to-day operations, removes the need for purchase orders, petty cash funds and personal expense reimbursements.

Only authorized employees that have completed cardholder training and have signed a cardholder user agreement may, in the process of conducting Mead School District business, use a district procurement card. The procurement card is not to be used for personal use and cannot be transferred from one employee to another.

A total monthly dollar credit limit and a single transaction limit will be assigned to each individual procurement card. Purchases may not be split to avoid the single transaction limit.

### **Procurement Card User Responsibility**

All employees using a district credit/procurement card shall receive training on applicable procedures for credit/procurement card use and sign a Procurement Card Usage agreement.

District procurement cards will not be used to purchase personal items, unauthorized items or items that are not for the benefit of the district. Gift purchases, cash advances or cash credit for returned items is strictly prohibited.

Procurement card users shall obtain and keep itemized receipts and maintain detailed information for each card transaction. An itemized receipt must be obtained for each purchase. Receipts are critical to the success and integrity of the procurement card program.

Original itemized receipts and any required documentation should be attached to the record log. There is a zero tolerance policy for missing receipts and/or invoices.

District procurement cards may not be used to purchase any item in excess of the set card limit.

District procurement cards will not be used for purchases that would circumvent bidding required by law or district policy.

All employees using a district card must take all reasonable measures to protect the card against damage, loss, theft or misuse. Any damage, loss, theft or misuse of the card must be reported to the procurement card administrator immediately.

All procurement cards will be turned in to the procurement card coordinator upon demand by the district.

The procurement card database will be audited periodically, but at least annually, to establish that all records are current and correct by the procurement card administrator.

### **Procurement Card Coordinator Responsibility**

The procurement card coordinator at each site shall reconcile the monthly statement with itemized receipts and/or invoices and apply the appropriate budget code that conforms to the Board adopted budget. The department director/principal is responsible for review of the monthly statement showing all procurement card expenditures and must sign-as-approved to ensure the expense is legitimate and necessary for business.

The reconciled monthly cardholder statements shall be submitted to the district office, by a specified timeline, for bank reconciliation and payment.