

LYON COUNTY SCHOOL DISTRICT

BOARD POLICY _____ DF

PURCHASE CARD POLICY

This policy authorizes the District to use Purchase or Credit Cards to provide more control over routine expenditures, more efficient data entry process, enhanced reporting, quicker vendor payments and any revenue sharing benefits from issuing bank or vendor.

PURCHASE CARDS

Purchase cards are similar to credit cards but have been expanded to include paying routine monthly expenses to expedite payments to vendor. They also have more controls over the cards that provide protection against unauthorized expenses.

AUTHORIZATION OF PLAN

The Superintendent or delegate will maintain control over the purchase card account and will issue cards to staff members based on their need for procuring goods. The credit limit will be based on expected charges and will be adjusted to meet the needs of the District.

USE OF CARDS

The same requirements for purchasing will be required and the cardholder will follow the District's Expenditure policy. Receipts or other documentation will be submitted with the monthly charge report that is verified and signed by the site administrator. Under no circumstances may the cards be used for personal expenses.

Because of the efficiencies and revenue sharing, the District will use the card to pay for expenditures where possible.

Policy #DF

Adopted 10/23/12