LENAPE TECHNICAL SCHOOL

SECTION: FINANCES

TITLE: PROCUREMENT CARDS

ADOPTED: APRIL 21, 2022

REVISED:

623. PROCUREMENT CARDS

1. Authority	The Joint Operating Committee approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases and streamline vendor payment. The JOC directs the Administrative Director to establish safeguards to prevent misuse of such cards. [1]
2. Definition	**Procurement Card** – a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.
3. Delegation of Responsibility	A list of authorized users of procurement cards shall be maintained by the Business Manager in the Business Office and shall include employees in designated positions. All use of procurement cards shall be supervised and monitored on a regular basis by the Business Manager, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose. Proper accounting procedures for the use of procurement cards shall be developed, distributed, implemented and monitored by the Business Manager. 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.
4. Guidelines	Each employee using a school procurement card shall sign a card usage agreement and receive training on applicable policies and procedures. Procurement cards shall be used only for authorized School purchases and shall not be used for personal purchases. The School retains the authority to revoke any procurement card used for unauthorized or personal purposes. Violations of this policy by an employee shall result in disciplinary action, in accordance with JOC Policy.[2] The established procedure for processing purchases by employees using procurement cards shall be as follows: 1. Employee receives preapproval for purchase in accordance with purchasing guidelines. 2. Employee deals directly with the vendor.

3. Business Office receives the consolidated invoice for payment.
4. Business Office verifies receipt of purchased items, reconciles the billing statement with purchases and attaches receipts.
5. Business Manager reviews statement and signs approval.

Procurement cards shall not be used to circumvent the required bidding process. [3][4][5]

Procurements cards shall not be used for purchases that could be anticipated at the beginning of the school year and would circumvent the required bidding process.

Reporting a Lost or Stolen Procurement Card

If a card is lost, stolen, or misplaced during normal working hours, the cardholder must immediately notify the Business Office. If a card is lost, stolen or misplaced outside normal working hours, the cardholder must immediately notify the bank directly and notify the Business Office the next working day. Upon such notification, access to the card will be immediately blocked. A new card will be mailed to the cardholder on the next business day after receiving the notification at no cost to the cardholder or the school.

Legal References:

1. 24 P.S. 510
2. Pol. 317
3. 24 P.S. 751
4. 24 P.S. 807.1
5. Pol. 610
6. Pol. 611