

P3307 Procurement Cards and Other Payment Methods

Authorized employees may make purchases using credit/procurement cards in accordance with applicable Kansas Statutes and applicable Federal Guidelines.

ADMINISTRATIVE IMPLEMENTAL PROCEDURES

1. The Superintendent or designee, shall establish and maintain administrative procedures governing the issuance, authorization, use, security, monitoring, approval, reconciliation, documentation, retention of records, and auditing of district procurement cards and other approved payment methods. All transactions shall be subject to review, approval, and audit.
2. Authorized users shall receive training before being issued access to District procurement cards or payment solutions and shall be responsible for complying with applicable procedures, promptly reporting lost or compromised cards or account access, reconciling transactions as required, and confirming that ordered goods or services have been received or properly credited.
3. The Chief Financial Officer and Chief Operations Officer shall determine appropriate procurement card and payment methods available to District employees, and the corresponding financial institutions that will be used. This includes procurement cards, credit cards, virtual payment methods, electronic purchasing tools, and other authorized online payment solutions.
4. All purchases conducted through District-issued procurement cards and payment solutions shall be for legitimate District business purposes and shall comply with applicable federal and state laws, board policies, and administrative procedures.
5. The Superintendent may authorize selected employees to use credit/procurement cards for items other than those authorized by the established administrative procedures
6. Purchases that are: (1) unauthorized, (2) illegal, (3) perceived to be either unethical or a conflict of interest, (4) personal in nature, or (5) violate the intent of this policy may result in disciplinary consequences, up to and including termination of employment.

Administrative Responsibility: Operations and Financial Services

Latest Revision Date: August 2026

Previous Revision Date: June 2018