Operational Services

Use of Credit and Procurement Cards

The CEO and employees designated by the CEO or designee are authorized to use NKEC credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on NKEC's behalf. Credit and procurement cards shall only be used for those expenses that are for NKEC's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the NKEC's best interests.

The CEO or designee shall manage the use of NKEC credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether NKEC credit and procurement card use by the CEO is appropriate.

In addition to the other limitations contained in this and other Board policies, NKEC credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or NKEC or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.

2. Each cardholder, other than the CEO, may charge no more than $1500 in a single day's purchase without prior authorization from the CEO or designee.

3. The CEO or designee must approve the use of an NKEC credit or procurement card whenever such use is by telephone, fax, or the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.

4. The consequences for unauthorized purchases include but are not limited to, reimbursing NKEC for the purchase amount, loss of cardholder privileges, and, if made by an employee, discipline up to and including discharge.

5. All cardholders must sign a statement affirming that they are familiar with this policy.

6. The CEO or designee shall implement a process whereby all purchases using an NKEC credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.

7. Cardholders must submit the original, itemized receipt to document all purchases.

8. No individual may use an NKEC credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.

9. The CEO or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the NKEC credit or procurement card and shall ensure that it is used for NKEC's benefit.

Legal Reference: 105 ILCS 5/10-20.21.

23 Ill.Admin.Code §100.70(d).

Revised: April 5, 2023.

Board Adoption Date: May 8, 2023.