Exhibit 8 District Procurement Card Policy

FORT MILL SCHOOL DISTRICT PROCUREMENT CARD POLICY

March 2023

Fort Mill School District
Procurement Card Policy

General

The Fort Mill School District (FMSD) may entrust an employee with the authority to use a FMSD Procurement Card and, in turn, the authority to expend District funds for off-the-shelf supplies, internet purchases, or emergency purchases needed by his/her school or department. With this authority rests the responsibility to follow the District Procurement Procedures. Failure to comply with these rules and procedures may result in removal of authority to serve as Cardholder, and in extreme cases, disciplinary action or termination for misappropriation of District funds.

Conditions

A. Employees may use the Procurement Card for any single procurement transaction less than $10,000 and a total monthly limit of $25,000.

UNDER NO CIRCUMSTANCES SHOULD AN EMPLOYEE SPLIT A PURCHASE INTO 2 OR MORE TRANSACTIONS TO KEEP THE TRANSACTION UNDER THE $10,000 THRESHOLD.

B. An employee may request a transaction or monthly limit increase by contacting the Procurement Department via email. The request should include the following information:

- What card will be used
- The name of the vendor
- The amount of the purchase
- Three (3) quotes, an appropriate exemption or a valid contract number
- The Procurement Department keeps a log of all approved limit increases

Note: Per the District Procurement Code, any purchase over $10,000 requires 3 quotes unless there is an exemption or valid contract. Any purchases over $25,000 requires a formal request for quote/bid/proposal unless there is an exemption or valid contract.

C. Emergency or Sole Source purchases: these types of purchases must follow the Emergency and Sole Source Procedures outlined in the FMSD Procurement Code; i.e., Submit forms to the Procurement Department for the appropriate sign-offs prior to purchase.

D. Employees must follow all other rules regarding Procurement Card policy (detailed in subsequent sections) including:

- Signing out of cards
- Approval/sign-off of purchase prior to actual purchase transaction
- Supporting receipts (a detailed receipt/invoice is required for all purchases)
- Applicable quotes must be attached with the receipt
- Sign-off on monthly bank statement

E. The District does not permit use of the Procurement Card for the following items:

- Cash advances
- Purchase of gift cards, stored value cards, pre-paid cards or other similar type cards
- Fuel purchases (except rental cars or school owned equipment with pre-approval from Department head)
- Personal purchases
- Meal purchases associated with District Travel
- Goods shipped to employee residence

F. If a personal purchase is inadvertently made on a card it will need to be ratified by the Procurement Department. Send an email to the Procurement office as soon as possible with the following information:

- The name of the card holder
- The name of the person who made the purchase
- The name of the company where the purchase was made
- The amount

The ratification form will be sent to the school/department for signatures and must be returned with a check made out to the Fort Mill School District for the amount of the purchase.

G. The Procurement Department monitors card purchases weekly via the online Bank of America Works system.

H. The District's outside independent audit firm also audits card purchases as part of the year-end audit.

Record Retention

Each school/location must maintain monthly card statements, receipts/invoices, authorization forms, and/or logs for 5 years.

Travel

A. The District permits use of procurement card for the following official travel expenses:

- Hotel
- Airline
- Registration
- Taxi/Uber/Lyft
- Parking
- Fuel (rental cars/District-owned vehicles only with approval from Department head)
- Rental Car (with approval from Department head prior to travel)

B. Employees using the card for travel must obtain administrator approval for travel expenses by completing the Authorization to Use Procurement Card Form and providing receipts for all expenses.

C. Any unauthorized travel usage will result in removal of the card from that school or department.

D. Employees must pay for their travel meals with personal funds and submit an Expense Report for reimbursement. The District will reimburse up to the approved daily per diem rates.

Card Holder (Principal/Department Head) Responsibilities

A. Secure the Procurement Card(s) at all times.

B. Approve purchases within budgetary limits.

C. Assure that there is a complete audit trail of all Procurement Card transactions from their location.

D. Provide receipts to the school/department bookkeeper upon returning to the site.

E. Assure that any employee entrusted with the Procurement Card follows the procurement card procedures.

F. Notify the District Procurement Department of lost/stolen cards within 24 hours.

- If traveling on personal business outside the immediate area; leave Procurement Card at home or work in a secure location.

G. If a card holder retires, resigns, or is released from duties, return the Procurement Card to the Procurement Department prior to last official work day. If the card is being used for recurring purchases, change to a valid card. It is the Dept Head/Principle's responsibility to notify the Procurement office within 5 days of the employment status change.

Bookkeeper Responsibilities

A. Obtain receipts for all purchases.

If an original detailed receipt/invoice is not available, the District is not liable. If an original detailed receipt/invoice is not available upon reconciliation of the monthly charges, the District will require personal payment from the employee who made the purchase.

B. Document the appropriate account number on receipt, the Authorization Form to Use Procurement Card or Procurement Card Log.

C. Sign off on all transactions in the Bank of America Works program WEEKLY.

Note: Calculate and add use tax to transactions in Works when applicable.

D. Maintain the Procurement Card Log or Authorization to Use Procurement Card Form (not both) for every purchase other than actual cardholder purchases.

Note: For record keeping/accounting purposes, the bookkeeper may choose to use the Procurement Card Log or Authorization to Use Procurement Card Form for the actual cardholder purchases also. However, this is not mandatory.

E. Obtain administrator approval/signature on the Procurement Card Log or Authorization to Use Procurement Card Forms. ***NO EXCEPTIONS.***

F. Require any employee (other than the cardholder) to complete the Employees Given Access to Purchase Card.

BOA Statement Procedures

A. The bookkeeper will print the monthly statements from Global Card Access.

B. The bookkeeper matches each transaction per the statement to the supporting detailed receipt/invoice and then forwards the statement along with all supporting documentation to the Administrative Assistant to the Associate Superintendent for Finance and Operations/Chief Financial Officer.

C. The Finance Department performs an audit by checking that each transaction per the statement has the supporting receipts/invoices and verifies that use tax was added to those transactions when applicable.

D. The Administrative Assistant to the Associate Superintendent for Finance and Operations/Chief Financial Officer returns the statements to the schools/departments after completion of the audit.

E. Procurement reviews and signs the master Bank of America Statement to ensure Procurement Procedures are being followed.