

LEBANON SCHOOL DISTRICT

POLICY: 625
SECTION: FINANCES
TITLE: PROCUREMENT CARDS
ADOPTED: June 18, 2007
LAST REVISED: February 17, 2020

625. PROCUREMENT CARDS

Authority

The Board 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 Board directs the administration to establish safeguards to prevent misuse of such cards.¹

The Board shall approve the list of employees authorized to use district procurement cards.

The Board shall purchase adequate insurance coverage for procurement card misuse.

Definition

Procurement card - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.

Delegation of Responsibility

A list of authorized users of procurement cards shall be maintained 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 measures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Business Manager.

¹ 24 P.S. 510.

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.

Guidelines

Each employee using a district procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.

Procurement cards shall be used only for authorized district purchases and shall not be used for personal purchases. The district 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 Board policy.

The established procedure for processing purchases by employees using procurement cards shall be as follows:

1. Employee deals directly with the vendor.
2. Business office receives the consolidated invoice for payment.
3. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, and attaches receipt.
4. Supervisor reviews statement and signs approval.

Procurement cards shall not be used to circumvent the required bidding process.²

² 24 P.S. 751, 807.1.