

Foster Gloucester Regional School District
North Scituate, RI

Procurement Card Policy

Purpose:

The purpose of this policy is to establish a Procurement Card Policy for the school district to increase efficiency in business office operations and to provide a revenue stream for commonly made purchases that can be used to enhance the educational program of the district.

Definition:

Procurement card - corporate credit card designed to reduce the cost and bureaucracy of purchases.

Philosophy:

The 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 purchases, and streamline vendor payment. Credit Card use brings about a cost savings to the district by allowing designees to shop competitively. Thereby each purchase results in a cash reward, which is additional revenue for the district.

The Committee directs the District administration to establish safeguards to prevent misuse of such cards. The Committee will approve the list of employees authorized to use district procurement cards. A list of authorized users of procurement cards will be maintained in the Business Office and will include employees in designated positions.

Delegation:

All use of procurement cards will be supervised and monitored on a regular basis by the Business Manager, who will ensure the use of such cards is in accordance with the funds budgeted for this purpose. Oversight will be provided by the Superintendent in accordance with established district purchasing policies and procedures.

Proper accounting procedures for the use of procurement cards will be developed, distributed, implemented, and monitored by the Business Manager.

An employee authorized to use a procurement card will maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.

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

Procurement cards will be used only for authorized district purchases and will not be used for personal purchases. The district retains the authority to revoke any procurement card used for unauthorized or personal purposes.

Procurement cards will not allow an option for cash advances to be issued under any circumstances.

A lost procurement card must be reported immediately to the Business Manager as per the Procurement Card Procedure Manual.

Violations of this policy by an employee will result in disciplinary action, in accordance with Committee policy, up to and including dismissal and criminal prosecution.

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

1. Purchase order approved by Supervisor and Superintendent is required before purchase is made.
2. Cardholder/employee deals directly with the vendor.
3. Business Office receives the consolidated invoice for payment.
4. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, and attaches receipts.
5. Cardholder sends all receipts to the business office to be filed with the consolidated invoice for payment.

Purchases on his/her assigned procurement card by an individual employee will not exceed limits set by the Business Manager, and as listed in the Procurement Card Procedures Manual.

The following list includes, but is not limited to, items authorized for purchase by employees using procurement cards:

1. Stationery, office supplies.
2. Minor Repair items.
3. Computer parts and accessories.
4. Other miscellaneous instructional supplies
5. Registration fees for a pre-approved conference.
6. Lodging/meals while attending a pre-approved conference.

Procurement cards will not be used to circumvent the required bidding process. Cardholder List:

Business Manager

Superintendent

Financial Secretary (Accounts Payable)

First Reading: October 7, 2014

Second Reading: November 4, 2014

Adopted: November 4, 2014