

## **Purchasing Card Policies and Procedures**

In order to expedite the purchase and accounting of low cost and specialized items, the Superintendent of Schools issues Purchasing Cards to a limited number of employees whenever there is sufficient benefit to the office. Cards will be issued by the Business Office upon the request of the appropriate division administrators.

1. Every cardholder must be a full-time permanent employee of the Superintendent of Schools, and shall agree to all terms and conditions established for the issuance of Superintendent of Schools Purchasing Card.
2. Every cardholder shall sign their card in the presence of a designated Superintendent of Schools issuer immediately upon taking possession of the card.
3. The credit cardholder shall be personally liable for all inappropriate charges and shall be personally responsible for the settlement of any dispute on any purchase with a vendor.
4. The credit card may be revoked for the following reasons:
  - a. The card is used for personal or unauthorized purposes.
  - b. The card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the Superintendent of Schools.
  - c. The cardholder fails to provide Accounts Payable with information about any specific purchase.
  - d. The cardholder fails to provide accounting with expense documentation that may be necessary to record a purchase appropriately
  - e. The cardholder does not adhere to VISA credit card and operating procedures.
  - f. The credit card is the property of the bank, and it may at any time revoke card privileges under the provisions of its policies and limits.
5. Each credit card will be assigned specific purchase limits and restrictions. Cardholders shall adhere to these limits and restrictions. It is the responsibility of the cardholder to monitor usage and confirm that sufficient budget balances are available prior to incurring charges.
6. The cardholder is personally responsible for guaranteeing that all charges are for appropriate Superintendent of Schools expenses, that purchases are within budget limits, and that the purchase does not violate any other law, regulation, or policy of the Board of Education. Neither the bank nor the Superintendent of Schools assume responsibility for non-Superintendent of Schools purchases. The cardholder shall be liable to the Superintendent of Schools and to the bank for any non- Superintendent of Schools purchase.