

# HAMBURG AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PROCUREMENT CARDS

ADOPTED: July 13, 2015

REVISED:

625. PROCUREMENT CARDS	
1. Authority SC 510	<p>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.</p> <p>The Board shall approve the list of employees authorized to use district procurement cards.</p> <p>The Board shall purchase adequate insurance coverage for procurement card misuse.</p>
2. Definition	<p><b>Procurement card</b> - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.</p>
3. Delegation of Responsibility	<p>A list of authorized users of procurement cards shall be maintained in the Business Office and shall include employees in designated positions.</p> <p>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.</p> <p>Proper accounting procedures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Business Manager.</p> <p>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.</p>
4. Guidelines	<p>Each employee using a district procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.</p>

