

**CONNEAUT SCHOOL DISTRICT**  
**DISTRICT ADMINISTRATION OFFICE**

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SUPERINTENDENT'S REGULATION

POLICY 625

Effective November 10, 2017

**PROCUREMENT CARD PROCEDURE**  
**ADMINISTRATIVE GUIDELINES**  
**FOR DISTRIBUTION AND USE OF PROCUREMENT CARDS**

Employees, who are responsible to make timely or frequent purchases for school-related activities, may be granted the ability to utilize a School District Procurement Card ("Card").

Procurement cards will be temporarily issued to employees on an as-needed basis.

The card issuer (EasyProcure) will not accept requests for cards from anyone except the Business Manager. He/she will assign a monthly credit limit for purchases based on budgetary guidelines, anticipated monthly purchases, and expected frequency of use.

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

When the employee must make a district-related purchase, the following procedure shall be used.

- Present the card to the vendor in the same manner as any credit card purchase
- Inform the vendor that this is a tax exempt purchase; the sales tax number is listed on the card. If a tax exempt certificate is required by the merchant, the contact name, address and phone number shall be forwarded to the Secretary to the Business Manager for processing. **The District should never be charged sales tax on a purchase. Any sales tax charged shall be the responsibility of the purchaser and the District will invoice the cardholder to recoup this amount.**
- The cardholder should confirm that adequate budget dollars are available in the proper account to cover the purchase before it is made. A requisition shall be entered into the fund accounting software within one business day of the purchase in order to commit the funds for the purchase.
- The employee (cardholder) must obtain a receipt which lists the items purchased, quantity, unit price, and total price. Receipts must be provided for each purchase.
- The cardholder and the cardholder's supervisor must sign a "Purchasing Card Receipt Return" form to attest that all items have been received and were invoiced at the correct amount. This form will serve as authorization for Accounts Payable to pay the purchasing card bill on a monthly basis.
- The Business Manager will review the monthly invoice, with itemized receipts attached, to verify that purchases are limited to appropriate school district expenses. However, the supervisor and cardholder are responsible to ensure that purchases are within budgetary limits.

Employees, supervisors, and Accounts Payable personnel shall report any irregularities, including lost receipts, questionable purchases, etc. to the Business Manager immediately.

To avoid the appearance of impropriety, procurement cards shall not be used for travel arrangements, hotels, or meals, except for travel arrangements made by district personnel to travel for district purposes that have already been approved by the Board.

Employees may not use procurement cards for purchases of personal items, regardless of the intent to reimburse the district for the purchase.

Procurement cards may not be used for purchases that exceed the quote limit of \$10,700. See policy 611.

Monthly purchasing activity will be periodically evaluated by the Business Manager to ensure that credit limits are appropriate.

All employees who are issued a procurement card must be given a copy of the attached memo and must sign the "Agreement to Use Business Procurement Card" prior to issuance. Once an agreement is on file, a new one is not required for subsequent sign-outs.

The Business Manager has the authority to revoke procurement card usage as appropriate. He/she is also, in cooperation with appropriate supervisors, to monitor use and take disciplinary action if misuse of cards occurs.

**Dollar limits for district procurement cards are as follows:**

- Single transaction limit is \$500
  - Overrides can be authorized by the Business Manager for individual purchases when the purchase amount is over \$500. Authorization from the Business Manager must be received before purchase is made.
- The daily total limit is \$2,000
  - Overrides can be authorized by the Business Manager for individual purchases when the daily amount is over \$2,000. Authorization from the Business Manager must be received before purchase is made.

**The procedure for obtaining use of a procurement card is as follows**

- Employee shall contact the Business Manager or the Business Manager Secretary.
- Business Office staff shall confirm that a signed agreement is on file for employee. If none is found, one must be obtained before proceeding.
- Upon confirmation of the signed agreement and approval of the intended purchase, the card shall be issued to the employee
  - This can occur either through pickup at Central Office or interoffice mail through the use of locking bags.
- The purchasing card, receipt, and return form should be returned the Business Office immediately after the purchase

AN EQUAL RIGHTS AND OPPORTUNITIES SCHOOL DISTRICT

*The mission of the Conneaut School District is to provide a safe and supportive environment in which all students acquire the skills necessary to become productive members of a global society.*