



# Box Elder

School District

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July 1, 2018

TO: Purchasing Card Participants

FROM: Rodney L Cook

SUBJECT: Purchasing Card Guidelines

1. A purchase order is our contract with a company. If a company will accept a purchase order we need to use one. Requisitions should be entered through "alio". If it is an emergency, Mindy can give you a random purchase order.
2. Purchasing cards are for companies that will not accept a purchase order or small purchases under \$200 and for Travel.
3. You can only use a purchasing card for budgets that **do not** need a director's approval. If necessary to use a purchasing card for budgets that need director's approval, an email approval needs to be attached to your purchasing card reconciliation.
4. **Do Not charge equipment** on your purchasing card.
5. A District card may be used for purchases over \$200 in certain situations with prior approval of the District business administrator. (Policy 2030 Section 4)
6. Monthly statements with attached receipts need to be turned in to accounts payable by the **20<sup>th</sup>** of each month. If you are missing any receipts, it is your responsibility to get copies from the vendors.
7. Failure to follow the above guidelines will give the district no choice but to cancel your credit privileges.

RLC/ms