

PROCUREMENT CARDS PROCEDURE

PROCUREMENT CARDS

Procurement cards will be issued only to the administrator who has budget authority for a school, a department, or a program. The cards will be issued in the name of the Kettle Falls School District, with the name of the school or department administrator also embossed on the card. A school or department may request multiple cards; however, cards with a low annual usage may be canceled.

Cardholder:

Each card may also have a cardholder, who is the administrator with budget authority for the card. The cardholder is responsible for approving all card purchases and for authorizing the payment of monthly charges.

Card Custodian:

Each card may also have a card custodian, who will be responsible for the day-to-day control of the card. The card custodian is responsible for maintaining and preparing the proper documentation such as PO's, receipts and packing slips.

Card User:

The card user is the individual that actually uses the procurement card. In some rare occasions, one individual could be the cardholder, card custodian, and card user.

Examples:

Principal – Cardholder

School Secretary – Card Custodian

Teacher needing the card for a field trip – Card User

USES OF PROCUREMENT CARDS

Allowable Purchases:

The procurement card may be used only to make purchases that are currently allowable under the purchase order, imprest account, or expense reimbursement processes. Purchases are for district use ONLY.

The procurement card shall not be used for:

- Salaries or wages
- Cash advances
- Personal services
- Consultants
- Gifts
- Donations
- Meals (unless prior permission granted by Business Manager)

Generally, the procurement card will be accepted wherever credit cards are accepted, however, the district has the ability to limit the use of the card by vendor category. If for any reason a vendor refuses to accept the district's procurement card, please contact the District Office at 738-6625. We will determine the reason for the refusal and attempt to resolve the issue with the vendor.

Credit Limits:

The standard credit limits are as follows:

Cardholder	Maximum Credit Limit per Card
Elementary	\$ 15,000.00
Middle	\$ 15,000.00
High	\$ 15,000.00
Superintendent/Business Manager	\$ 10,000.00
Departments	\$ 5,000.00

Administrators may request an increase to their credit limit for a particular purchase by contacting the District Office at 738-6625.

To request a Procurement Card, have your supervisor contact the District Office at 738-6625.

"User Agreement for District-Issued Credit Card" form must be filled out and signed by the user before using card.

RECORDKEEPING REQUIREMENTS

All purchases must be documented to show the vendor name, items purchased, and the amount paid. The State Auditor's Office requires original, detailed receipts to substantiate each purchase

- For local purchases, detailed receipts, are required.
- For telephone/Internet purchases, receipt or confirmation slip and packing slip.(if the packing slip is available)

- Faxed/emailed receipts are acceptable for orders placed by telephone as long as they are detailed.
- All phone orders or Internet orders will be shipped directly to the building.
- Phone and Internet orders must be checked in at the school.
- All forms and backup documentation will be sent to the District Office for review and audit.

RECONCILING STATEMENTS AND APPROVING PAYMENTS

Weekly Review: The District Office will have access to the BMO website to review current transactions and match up receipts with purchase orders and verbal approvals.

SAFEGUARDING PROCUREMENT CARDS

Procurement cards must be kept in a locked secure storage area when not in use.

In case of theft or loss, the cardholder or card custodian must notify BMO/Harris Bank immediately at 800-361-3361(24 hours a day, 365 days a year). Also report the loss to the District Office (738-6625) immediately but not later than the following business day.

In the event of transfer or a separation from employment of a cardholder, notify the District Office immediately and return the card to the District Office.

Misuse of the procurement card may result in any or all of the following actions:

- Cancellation of the card
- Discipline of the cardholder
- Personal liability for improper charges

KETTLE FALLS SCHOOL DISTRICT NO.212

DATE OF ADOPTION: 6.24.19

DATE OF REVISION: