

**POLICY**

SECTION:	BUSINESS	POLICY:	<b>B-06</b>
TOPIC:	<b>PURCHASING CARDS (P-CARDS)</b>	PAGE:	Page 1 of 1
REVIEW DATE:	January 2018	DATE:	January 2013
		REVISED:	

1. The Board endorses the use of a Purchasing Card (P-Card) as a tool to improve the efficiency and effectiveness in the purchase of low dollar value goods and services.
2. A Purchasing Card is only to be used by the authorized individual to whom it has been issued and only for Board approved expenses incurred in relation to a cardholder's assigned duties. Cards cannot be transferred to, or used by, another party.
3. The Board delegates the authority to administer the Purchasing Card program to the Superintendent of Business Services or designate. This authority includes the approval of Purchasing Card holders, determining the acceptable uses of Purchasing Cards, and establishing transaction and monthly credit limits.
4. The purchase of goods and services using Purchasing Cards will be subject to all applicable Purchasing policies and procedures, and the Purchasing Card administrative procedure.
5. All card holders and approvers of cardholder expenses will be required to sign an agreement indicating that they have read, understood and agree to adhere to their responsibilities as defined in the Purchasing Card policy and administrative procedure.
6. Inappropriate or unauthorized use of the Purchasing Card could be considered misappropriation of funds, and may result in immediate and irrevocable forfeiture of the card, recovery of funds and/or disciplinary action up to and including termination of employment.

Reference

Policy B-01: Purchasing Policy  
 Administrative Procedure 1-33: Purchasing Procedures  
 Administrative Procedure 1-34: Purchasing Cards (P-Cards)