

## 8334 USE OF PROCUREMENT AND STORE PURCHASE CARDS

The Board of Education permits the limited use of district procurement and store purchase cards to pay for actual and necessary expenses incurred in the performance of work-related duties for the district. A list of those individuals that will be authorized to have access to the cards will be maintained in the Business Office and reported to the Board each year at its reorganizational meeting in July. All procurement and store purchase cards will be in the name of the school district.

The relationship between the district and the procurement and store purchase card companies is such that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable

Procurement and store purchase cards may only be used for legitimate school district business expenditures. The use of procurement and store purchase cards is not intended to circumvent the district's policy on purchasing.

Users must take proper care of these procurement and store purchase cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of these cards or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in personal liability for the expense incurred. In addition, future access will be denied and employees may be disciplined.

Users must have an approved purchase order to use the card and must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses, which have been incurred in connection with school-related business for which the procurement and store purchase card has been used.

The Superintendent of Schools, in consultation with the Assistant Superintendent of Business and the district's Purchasing Agent, shall establish administrative procedures governing the issuance and use of procurement and store purchase cards. Each authorized user shall be apprised of the procedures governing the use of the procurement and store purchase card and a copy of this policy shall be given to each authorized user.

The Assistant Superintendent of Business shall periodically, but no less than twice a year, monitor the use of each procurement and store purchase card and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross-ref: 6700, Purchasing

6830, Expense Reimbursement

Ref: Education Law §§1724(1); 2524(1) (itemized, audited, and approved vouchers required)  
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)  
Opns. St. Compt. No. 79-494  
Opns. St. Compt. No. 78-897 (gas credit cards)

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