

MANHEIM CENTRAL SCHOOL DISTRICT

SECTION: FINANCES
 TITLE: PROCUREMENT CARDS
 ADOPTED: September 23, 2008
 REVISED: July 25, 2010

625. PROCUREMENT CARDS	
1. Authority SC 510	<p>The Board approves the use of procurement cards for permissible purchases and/or services to be purchased for the official use of Manheim Central School District by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.</p> <p>The Board shall approve the list of authorized users.</p> <p>The district shall purchase adequate insurance coverage for procurement card misuse.</p>
2. Definition	<p>Procurement card - a corporate charge card designed to reduce the cost and administrative burden of small-dollar purchases.</p>
3. Delegation of Responsibility	<p>A list of authorized users of procurement cards shall be maintained in the business office and shall include employees in designated positions.</p> <p>All use of procurement cards shall be supervised and monitored on a regular basis by the Business Manager and Superintendent who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.</p> <p>Proper accounting measures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Business Manager and Superintendent.</p> <p>An employee authorized to use a procurement card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.</p>
4. Guidelines	<p>Each employee using a district procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.</p>

<p>Pol. 317, 417, 517</p>	<p>Procurement cards shall be used only for authorized district purchases and shall not be used for personal purchases, or other use that is contrary to laws, regulations or internal policies. The district retains the authority to revoke any procurement card used for unauthorized or personal purposes.</p> <p>Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy.</p> <p>The established procedure for processing purchases by employees using procurement cards shall be as follows:</p> <ol style="list-style-type: none">1. Employee deals directly with the authorized vendor, for any disputed transactions including sales tax.2. Business office receives the consolidated invoice for payment.3. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, attaches receipts, and signs as correct.4. Supervisor assigns appropriate account code, reviews the reconciled statement and signs for approval, with receipts attached.5. Business office will conduct monthly reconciliations of cardholder statements to justify purchases. <p>Purchases on his/her assigned procurement card by an individual employee shall not exceed the amounts on their signed usage agreement.</p> <p>The following list includes but is not limited to items authorized for purchase, without obtaining bids or quotes, by employees using procurement cards:</p> <ol style="list-style-type: none">1. Stationery, office supplies.2. Minor repair items.3. Computer equipment, parts and accessories.4. Food for use in curriculum.5. Conference registrations.6. Approved school-related travel.
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625. PROCUREMENT CARDS - Pg. 3

<p>SC 751, 807.1 Pol. 610, 611</p> <p>SC 751, 807.1</p>	<p>7. Food and specialty items for cafeteria.</p> <p>8. Industrial arts supplies.</p> <p>9. Recurring utility bills.</p> <p>10. Sheet music.</p> <p>Procurement cards shall not be used to circumvent the required bidding process. Purchases over \$4,000.00 shall require the use of a purchase order in accordance with established Board policy and procedures.</p> <p>Procurement cards shall not be used for purchases that could be anticipated at the beginning of the school year and would circumvent the required bidding process.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 751, 807.1</p> <p>Board Policy – 317, 417, 517, 610, 611</p>
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