

USE OF PURCHASING CARDS

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Superintendent ~~(or designee,)~~ and employees designated by the Superintendent ~~(or designee,)~~ are authorized to use District purchasing cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Purchasing cards shall only be used for those expenses that are for the District's benefit, and serve a valid and proper public purpose; they shall not be used for personal purchases. They shall not be used in order to circumvent the general purchasing and competitive bidding requirements established by State law and Board policy.

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The Board authorizes the use of District purchasing cards for the following:

1. General supplies and equipment;
2. Travel and meeting/conference expenses; and
3. Capital purchases for items less than \$3,000.00 as approved by Superintendent or designee.

The Superintendent, or designee, shall manage the use of District purchasing cards by employees. It is the Board's responsibility, through the audit and approval review process, to determine whether the District purchasing card use by the Superintendent or designee is appropriate.

In addition to the other limitations contained in this and other Board policies, District purchasing cards are governed by the following restrictions:

- A. The Superintendent, or designee, shall instruct the issuing bank to block the cards' use at unapproved merchants.
- B. Each cardholder, other than the Superintendent or designee, may charge no more than \$3,000.00 in a single purchase, and no more than their specified limit within a given month, without prior authorization from the Superintendent or designee.
- C. The Superintendent, or designee, must approve the use of a District purchasing card whenever such use is by telephone, fax and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment were used.

- D. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and discipline up to and including discharge, and possible referral to law enforcement authorities for prosecution.
- E. All cardholders must sign a statement affirming that they are familiar with this policy.
- F. The Superintendent, or designee, shall implement a process whereby all purchases using a District purchasing card are reviewed and approved by the cardholder's immediate supervisor and/or the Assistant Superintendent of Business Services.
- G. Cardholders must submit the original, itemized receipt to document all purchases.
- H. No individual may use a District purchasing card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
- I. The Superintendent, or designee, shall account for any financial or material reward or rebate offered by the company or institution issuing the District purchasing card, and shall ensure that it is used for the District's behalf.

The Superintendent, or designee, shall develop administrative guidelines (Purchasing Card Program Cardholder Manual) that specify those authorized to use purchasing cards, the types of expenses which may be paid by purchasing card, and their proper supervision and use. The Assistant Superintendent of Business Services shall maintain a list of all purchasing cards owned by the District that includes the name of each employee or officer who has been issued a purchasing card, the purchasing limit, date issued and date returned.

An official or employee who is issued a purchasing card is responsible for its protection and custody. If a purchasing card is lost or stolen, the Assistant Superintendent of Business Services shall be notified. The company or institution issuing the lost or stolen purchasing card shall be immediately notified to cancel the card.

Upon termination of employment or service with the District, any officer or employee issued a purchasing or procurement card must return it to the Assistant Superintendent of Business Services.

BOARD OF EDUCATION
GENEVA COMMUNITY UNIT
SCHOOL DISTRICT #304
Adopted 12/11/06

FINANCES
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To Board 1st Reading 2/13/17
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