

## Purchasing Guidelines and Limits

Geneva Community Unit School District 304 only allows certain purchases to be made using the P-Card. All purchases must be made in compliance with our Purchasing Policies (School Board Policy 4:55) and the guidelines set forth in this manual. Any violation will result in disciplinary action that may include termination of employment. Only the authorized cardholder may use the P-Card and no authority is permitted or conferred to the cardholder for the delegation of its use. Each cardholder has a designated credit limit, as assigned by their direct supervisor, for monthly purchases. Intentional circumvention of these limits is strictly prohibited. This includes splitting a transaction amount with the same vendor or stringing multiple vendors for purchases that would otherwise exceed the cardholder's limits. Merchants not acceptable to the District may not be approved and may be blocked for purchasing with your P-Card. If the card is used in error for personal use, please contact the Business Services department to reconcile the error. **The District will perform audits electronically and manually to verify adherence to this policy. If the District's audit reveals a possible violation, the District will investigate and, if appropriate, charge any unauthorized or inadequately documented purchases to the cardholder.**

### Allowable Purchases

- General supplies
  - Any rewards earned on purchases when entering a personal rewards account are property of the District.
- Travel and meeting/conference expenses as permitted by the District
  - Any rewards earned (airline miles earned, hotel points, etc.) when booking travel using a personal rewards account are property of the District.
- Capital purchases for items less than \$3,000 (as permitted by the District under Policy 4:55 on Use of Credit Cards and any administrative procedures thereto)

### Prohibited Purchases

- Cash advances, wire transfers or money orders
- Gift Cards
- Independent contractors or other personal services
- Maintenance contracts
- Personal purchases
- Telephone expenses
- Alcohol purchases
- Donations
- Employment ads
- Parking tickets
- Movie tickets/entertainment
- Any gift that would violate the Ethical, Political, Solicitation, and Acceptance of Gifts policy; Illinois Gift Ban Law