

<h1>SEVEN GENERATIONS CHARTER SCHOOL</h1>	SECTION: FINANCES
	TITLE: 625 – PROCUREMENT CARDS
	ADOPTED: 10 May 2016
	REVISED:

Policy	<p>The Board of Trustees of Seven Generations Charter School (“Board”) approves the use of procurement cards for permissible purchases 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 employees authorized to use school procurement cards.</p> <p>The school shall purchase adequate insurance coverage for procurement card misuse.</p>
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 CEO, 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 CEO.</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>
Guidelines	<p>Definition - <b>Procurement card</b> - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.</p> <p>Each employee using a school procurement card shall sign a Procurement Card Usage Agreement and receive training on applicable policies and procedures.</p> <p>Procurement cards shall be used only for authorized school purchases and shall not be used for personal purchases, cash advances, or other use that is contrary to laws, regulation, or internal policies. The school 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>

The established procedure for processing purchases by employees using procurement cards shall be as follows:

1. Employee deals directly with the vendor and obtains receipts for purchases. The receipts shall identify the specific items or services purchased. The employee will also deal directly with the vendor to resolve any disputed transactions, including sales tax.
2. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, attaches receipts, and signs as correct.
3. Supervisor and/or Business Manager reviews the reconciled statement and signs approval, with receipts attached.
4. Business office receives the consolidated statement for payment verification.
5. Business office will conduct audits of statements to justify purchases.

Purchases on his/her assigned procurement card by an individual employee shall not exceed the following:

1. Single transaction dollar limit \$3,000.00.
2. Budget cycle limit established yearly.

The following list includes but is not limited to items authorized for purchase by employees using procurement cards:

1. Stationery, office supplies.
2. Minor repair services and parts.
3. Food for use in curriculum and school-related meetings.
4. Food and specialty items for cafeteria.
5. Maintenance supplies.
6. Professional development.

Procurement cards shall not be used to evade the Policy 610 competitive price requirements by purchasing items piece-meal or evading price quotation and advertising requirements by making a series of purchases each less than the stipulated levels, or by making several simultaneous purchases, each below said price, when in either case the transaction involved should have been made in one (1) transaction.

References	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.  School Code – 24 P.S. Sec. 510, 751, 807.1
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