

CHESTER COUNTY
 INTERMEDIATE
 UNIT 24

SECTION: FINANCES
 TITLE: PROCUREMENT CARDS
 ADOPTED: MARCH 16, 2011
 REVISED: JUNE 15, 2016

<p>1. Authority SC 964</p> <p>2. Definition</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p> <p>Pol. 317</p>	<p style="text-align: center;">625. PROCUREMENT CARDS</p> <p>The 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 purchase adequate insurance coverage for procurement card misuse.</p> <p>Procurement card - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.</p> <p>The Executive Director and/or designee shall approve employees authorized to use Intermediate Unit procurement cards.</p> <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>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> <p>Each employee using an Intermediate Unit procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.</p> <p>Procurement cards shall be used only for authorized Intermediate Unit purchases and shall not be used for personal purchases. The Intermediate Unit 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>
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SC 751, 807.1 Pol. 610, 611	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.
SC 751, 807.1	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.
	<u>Use of Incentives/Reward Points</u>
	Bonus points, cash back, frequent flyer mileage, discount coupons, savings bonds, extended warranties or other incentives shall remain the property of the Intermediate Unit and will not be available for personal use.
	All accumulated premiums/incentives will be maintained in a central account and will be treated as cash, subject to all normal legal, policy and procedural guidelines in their expenditure.
	References:
	School Code – 24 P.S. Sec. 751, 807.1, 964
	Board Policy – 317, 610, 611