

PROCUREMENT CARD POLICY

The CEO/Business Manager and Principal are authorized to obtain Procurement Cards in the School District's name for the purpose of purchasing items and services that are school district related.

The total line of credit shall not exceed \$65,000 per year. The CEO/Business Manager and the Administrative Assistant are authorized to administer the Procurement Cards usage by administration and staff. Procurement Cards are to be used for the following:

- 1.) Travel costs - airline tickets, registration fees, vehicle rental, airport parking, and lodging.
- 2.) Purchase of materials, supplies or non-capital asset technology equipment when the CEO/Business Manager and/or Principal provides prior authorization.
- 3.) On-line/internet purchases, registration, or professional membership dues renewal where a credit card is required and the purchase is authorized by the CEO/Business Manager and/or Principal.
- 4.) Payment of normal or reoccurring monthly invoices as determined by the CEO/Business Manager (Business Office Use Only).
- 5.) Emergency purchases for school related items when there is insufficient time to follow regular purchase procedures.

Individuals making purchases as outlined above are required to submit itemized invoices and other such itemized documentation as the Business Office will require prior to the Procurement Card bill being paid to allow for proper expense coding.

The Big Stone City School District #25-1 Board and Administration have the authority to revoke the use of any Procurement Card to an employee or administrator if use becomes other than for which it was originally intended. If the Board or Administration revokes use of an employee's Procurement Card privilege, the CEO/Business Manager will notify that employee verbally or in writing within 2 business days. A note of this incident may be filed, at the discretion of the board and/or administration, in the employee's file for recording purposes.

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Last Revised-