

DISTRICT PURCHASING CARD

The Board recognizes the value of an efficient method of purchasing authorized goods, supplies, and services, including method of payment and record keeping for expenses. A District purchasing credit card is authorized for use within this Board Policy, Administrative Regulation, and guidelines.

Use of a District-issued purchasing card is not intended to replace effective procurement planning that enables volume discounts, best value purchasing practices, transactions that should be purchase-order based, or to acquire items available through established purchase contracts.

The Superintendent or designee shall develop administrative regulations and purchasing card use guidelines specifying in part:

- Those authorized to use the purchasing cards
- The types of expenses that can be paid by a purchasing card
- Procedures for the proper supervision and use of the purchasing cards
- Other relevant guidelines governing use and accountability
- A requirement for obtaining a signed and dated cardholder acknowledgment form signifying cardholder receipt of card and acceptance and understanding of guidelines for use

Under no circumstances is the District-issued purchasing card to be used for personal expenses.

Purchases that are unauthorized, illegal, personal in nature, perceived to be unethical or that reflect a conflict of interest, or use that does not adhere to purchasing card use Board Policy/Administrative Regulation or purchasing card use guidelines, or otherwise violate the intent of this policy may result in card revocation, District sanction, repayment to the District, legal action, and/or grounds for termination.

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents' approval or ratification of contracts by governing board

17605 Delegation of authority to purchase supplies and equipment

35250 Duty to keep certain records and reports

42630-42651 General provisions; order, requisitions, and warrant

Policy adopted: January 14, 2014