

District Credit/Procurement Cards

Policy 3605

The Superintendent shall be responsible for the issuance, accounting, monitoring, retrieval, internal controls and generally overseeing the use of District credit or procurement cards for employees.

Issuance

District employees may be issued a District credit or procurement card that shall be used solely for the purchase of goods and/or services needed for official business of the District.

Documentation

When an employee uses a District credit or procurement card, documentation shall be provided to the Superintendent or designee (within 10 calendar days) detailing the goods or services purchased, the cost of such goods or services, the date of purchase, and the purpose for which such goods or services were purchased.

Lost Credit/Procurement Cards

Each employee issued a credit/procurement card is responsible for the protection and custody of District credit/procurement card. If a District credit/procurement card is lost or stolen, the Superintendent shall be notified immediately.

Return of Credit/Procurement Cards

A District employee who is no longer employed by the District shall return the credit/procurement card upon termination to the Superintendent, but no later than five calendar days after termination.

Payment

The Board shall approve all District credit/procurement card invoices prior to payment. Such payments shall be made no later than 30 days after receipt of the initial statement date.

Misuse and Unauthorized Use

An employee who violates a provision of this policy shall be subject to disciplinary action as determined by the Superintendent.

If the Superintendent violates a provision of this policy, he/she shall be subject to disciplinary action as determined by the Board.

Other Provisions

The total combined authorized credit limit of all credit/procurement cards issued by the District shall not exceed 5% of the total budget of the District for the current fiscal year.

Under no circumstances shall a District credit card ever be used for the purchase of "alcoholic beverages, tobacco products, nor personal, durable goods of any kind."

Approved:

Revised:

LEGAL REF: MCL 15.321-330; 129.221 et. seq.; 129.241 et. seq.; 380.1254