

## MANAGEMENT

### PROCUREMENT AND TRAVEL CARDS

#### Issuance of Procurement Cards (Purchase and Travel)

- A. District administrators with authority may request the issuance of a procurement card for employees by filling out a request form and sending it to the finance department. There are two types of procurement cards:
  - a. Purchase card (used to purchase supplies and materials).
  - b. Travel card (used for extended travel).
- B. Memorandum of Understanding
  - a. All personnel using a procurement card shall sign a "Memorandum of Understanding" on the use of district issued procurement cards.
  - b. Each school/department has the discretion to implement more stringent or additional internal control procedures for handling procurement cards.
- C. Safeguarding of Procurement Cards
  - a. The procurement card should be adequately safeguarded and stored in a secured location when not in use.
  - b. The finance department shall be immediately notified if a cardholder terminates or transfers.

#### Purchase Procurement Cards

- A. Uses
  - a. The "purchase card" may be used to make current year purchases of district-related supplies and materials. Orders may be placed over the telephone, Internet, or onsite at vendor locations.
  - b. The procurement cards shall not be used for the following, unless specifically noted below:
    - i. Salaries or wages;
    - ii. Cell Phones;
    - iii. Cash Advances;
    - iv. Restaurants (except for procurement cards issued for the Superintendent and board members);
    - v. Donation to charities;
    - vi. Consultant/contractual services;
    - vii. Furniture;
    - viii. Gifts (including flowers or meals for employees);
    - ix. Capital equipment (i.e. Equipment costing over \$1000);
    - x. Staff development fund purchases;
    - xi. Airline tickets;
    - xii. Travel related items. (See travel card section.)
- B. Credit Limits
  - a. The standard credit limits are follows:
    - i. Superintendent's Card: \$5000 per month.
    - ii. Purchasing Card (for On-line Use): \$5000 per month.

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### C. Record Keeping

- a. School/department shall use a "Procurement Card Sign Out Sheet" to control the use of the purchase procurement card.
- b. Original documents (pre-approval, receipts, packing slips, invoices, order confirmations, statements, etc.) pertaining to the use of procurement cards must be kept at the school/department regardless of types of orders (i.e., telephone, Internet, etc.) Copies shall be retained for audit and reconciliation purposes at the school/department.
- c. Each school/department must reconcile the items purchased in a timely manner.

### Travel Procurement Cards

#### A. Uses

- a. Travel procurement cards shall be used for extended travel-related only and include the following:
  - i. Hotel/Motel charges;
  - ii. Car rentals;
  - iii. Registration fees;
  - iv. Transportation (i.e. airline, bus, train tickets);
  - v. Miscellaneous costs for ground transportation, or parking.

#### B. Credit Limits

- a. The standard credit limit is \$5000 per transaction and \$10,000 maximum per card per billing period. Higher spending limits may be approved by the superintendent or designee. This request shall be in writing and forwarded to the finance department.

#### C. Record Keeping

- a. A "Travel Procurement Card" will be controlled by the Finance Department designee.
- b. Original documents (pre-approval, receipts, packing slips, invoices, confirmation, statements, etc.) pertaining to the use of travel procurement cards must be attached to the Travel Expense Vouchers.

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Date: \_\_\_\_\_

MEMORANDUM OF UNDERSTANDING  
(USER AGREEMENT)  
DISTRICT -ISSUED CREDIT/PROCUREMENT CARD

I understand the Wenatchee School District No. 246 has authorized my use of a district procurement purchase card for authorized business expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions that follow:

- I will use the card issued to me only for the payment of authorized expenses on behalf of my location, which includes object code series 500 for supplies; 700 for repairs and conference registrations. (No personal service contracts)
- I will not use the card for personal use or for any other non-district purpose. I will not use the card to obtain cash advances.
- I will not allow usage by an unauthorized individual.
- I understand the card shall not be used for the following: salaries and wages, gifts (including flowers or meals for employees), donations to charity, personal services, fees and membership dues.
- I understand purchases are limited to \$ \_\_\_\_\_ per transaction.
- I understand the monthly credit limit is \$ \_\_\_\_\_.
- I understand that I will be responsible for the timely reconciliation of all transactions charged to my card.
- I also understand that I am responsible to provide appropriate documentation for procurement card transactions charged to my card.
- I will immediately report any stolen or lost card to the accounting department.
- I understand that the employee incurring the charges by check, United States currency, or salary deduction shall pay any charges against the card not properly identified or not allowed by the district. I further understand, in compliance with RCW 42.24.115, that any disallowed charges which are not repaid before the credit card billing is due and payable, that the district shall have a prior lien against and a right to withhold any and all funds payable to myself up to an amount of the disallowed charges and interest at the same rate as charged by the company which issues the credit card. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the superintendent or designee.

I understand that any variance and/or violation to the above conditions will result in cancellation. Misuse of the card could result in discipline and/or personal liability for dishonored charges.

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Any district procurement card use is subject to examination by the state auditor's office.

The district shall have unlimited authority to revoke use of any charge cards issued and upon such revocation shall not be liable to any cost subsequently charged to the procurement card.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS.

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Name (please print)

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Title/Location

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Credit Card Number

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Signature

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Date

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Supervising Administrator

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Date