

FILE: DGD

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: May 15, 2008 FILE SECTOR: FISCAL MANAGEMENT
DATE REVISED: April 20, 2017 POLICY TITLE: PURCHASING CARDS
DATE REVISED: March 27, 2023

Medford Area Public School District Board of Education (BOE) recognizes that bank credit cards ("purchasing cards") offer an alternative to existing procurement processes and provide a convenient, efficient method of purchasing minor goods and services. Board employees authorized by the District Administrator may use purchasing cards only for school-related purposes in accordance with this policy and any related administrative guidelines. Purchasing cards shall not be used to circumvent the general purchasing procedures required by law and BOE policy.

All approved cardholders must agree to abide by purchasing card procedures and regulations set forth in this policy and related administrative guidelines. All transactions must be made by the individual to whom the card is issued. To combat potential fraud, any employee that is issued a purchasing card must review all statements received within a reasonable period of time after receipt to assure that all purchases are ones that the employee made.

Purchasing card providers shall be provided no individual cardholder information (e.g., credit records or social security numbers) other than the individual cardholder's work address.

The business manager shall conduct independent regular monthly reviews of each cardholder's activity to verify that the purchasing card is being used in accordance with this policy and administrative guidelines.

Cardholders must use common sense and good judgment when using school resources. This policy and related administrative guidelines cannot cover every issue, exception, or contingency that may arise during the cardholder's use of the purchasing card.

Cardholders will immediately surrender their cards upon request of District Administrator for administrative reasons and shall surrender their cards upon separation from employment.

The purchasing card may never be used for alcohol, personal items or services, nor is the personal gain of credit card rewards such as bonus points, frequent flyer miles or any other affinity program reward permitted under any circumstances.

CROSS REFERENCE:
LEGAL REFERENCE: