

1 **Bainville K-12 Schools**

2
3 **FINANCIAL MANAGEMENT**

7405

4
5 Procurement Card Use

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7 The Board of Trustees permits the use of procurement cards for actual and necessary expenses
8 incurred in the performance of work-related duties for the District. A list of those individuals that
9 will be issued a District procurement card will be maintained in the business office and reported
10 to the Board each year at its meeting in August.

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12 Procurement cards may only be used for legitimate District business expenditures. The use of
13 procurement cards is not intended to circumvent the District’s policy on purchasing.

14
15 Users must take proper care of District credit cards and take all reasonable precautions against
16 damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the business
17 office and to the appropriate financial institution. Failure to take proper care of credit cards or
18 failure to report damage, loss, or theft may subject the employee to financial liability.

19
20 Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or
21 violate the intent of this policy may result in procurement card revocation and discipline of the
22 employee up to and including termination of employment. At no time will personal items be
23 ordered through the school procurement card accounts or charged to the school. No personal
24 checks will be accepted for purchased items.

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26 Users must submit detailed documentation, including itemized receipts for commodities,
27 services, travel, and/or other actual and necessary expenses which have been incurred in
28 connection with school-related business for which the procurement card has been used.

29
30 The Superintendent shall establish regulations governing the issuance and use of procurement
31 cards. Each cardholder shall be apprised of the procedures governing the use of the procurement
32 card, and a copy of this policy and accompanying regulations shall be given to each cardholder.

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34 The District Clerk shall monitor the use of each procurement card every month and report any
35 serious problems and/or discrepancies directly to the Superintendent and the Board.

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37 Cross Reference: 7320 Purchasing
38 7335 Personal Reimbursement
39 7336 Travel Allowances and Expenses

40 Legal Reference: §2-7-503, MCA Financial reports and audits of local government
41 entities

42 Policy History:

43 Adopted on: 2/25/09
44 Reviewed on: 8/13/09
45 Revised on: