Sparta Area School District

Article 156B – Purchasing Cards

The Board of Education recognizes Purchasing Cards (PCards) as a tool that can provide efficiency in the District purchasing and payment processes. It also recognizes that proper controls are essential to protect the District. The Superintendent or his/her designee is responsible as the Program Administrator for the control and use of the District’s Purchasing Card Program.

The use of Purchasing Cards (PCards) will be consistent with Article 156 Financial Procedures. Purchasing Card Transactions will be prepared and presented to the Board of Education for approval as part of the regular review of vouchers at a regular or special Board of Education meeting.

Under no circumstances is an account holder or any user of the PCard permitted to use a PCard for personal purchases. Personal purchases are defined as purchases of goods or services intended for non-work related use or use other than official business. Using the PCard and or related accounts for personal purchases may result in disciplinary action, up to and including termination from employment and criminal prosecution.

PCards are also not permitted to be used for the purchase of items to be used as compensation. This includes, but is not limited to gift card or gift certificate purchases.

All Card Holders, Card Custodians, and Card Users will sign an agreement regarding the proper use of PCards. Failure to follow policy and procedures may result in disciplinary action. Because the District is a tax-exempt organization, sales tax shall not be paid for purchases.

The use of Purchasing Cards is authorized for four types of purchases:

1. Small PCard Purchases
2. Regular PCard Purchases
3. Secured Central Office PCard Purchases
4. Lodging PCard Purchases

Small PCard Purchases

The Small PCard Purchases System replaces the District’s Petty Cash System. The Small PCard Purchases System is not intended to replace planning by employees for the orderly and systematic purchase of needed resources. General office supplies shall be obtained through purchase orders from the District’s designated vendor(s). The Small PCard Purchases System enables employees to make small purchases for transactions that have been approved by an administrator. When an administrator seeks to make a Small PCard purchase another administrator will give approval.

Regular PCard Purchases

PCard purchases in excess of $250 are to be approved under the Regular PCard Purchases System. Regular PCard Purchases are pre-approved and are made by a District authorized Card Holder after approval by an Administrator. The Card Holder may not check out the PCard to another employee.
Individual purchases up to $1,500 may be made by the Card Holder after an employee provides a PCard Authorization Form that has been approved by an Administrator. The Administrator authorizing is indicating that the purchase is properly coded within the District accounting system, within budget, allowable under Board policy, and is appropriate for use in its program area.

**Secured Central Office PCard Purchases**

The Program Administrator will designate Business Services Staff to be Card Holders for Secured Central Office PCard Purchases. Secured PCards will be stored in locked areas in the Business Services Office. A control system will be used to ensure employee’s use of the PCard is monitored by another employee. A different employee will perform a monthly reconciliation of all transactions.

**Lodging PCard Purchases**

Each building will be assigned Lodging PCards. These PCards will be in the name of the building and are to be used for lodging expenses associated with overnight travel. Only the cost of the room and any applicable fees, mandatory parking fees, and taxes may be charges to the Lodging PCards. No incidentals are to be charged to the Lodging PCards. All lodging paid for on Lodging PCards must first have an approved corresponding purchase order. The employee must request a folio from the hotel to be turned into the office when the PCard is returned on the next business day after travel.

Legal Reference:

Cross Reference:  
Article 155 – Petty Cash  
Article 156 – Financial Procedures  
Administrative Rule 156 B – Purchasing Cards

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