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## **PROCEDURE FOR USING WSD PROCUREMENT CARD (PUR-P006)**

Wenatchee School District

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### **1.0 SCOPE:**

- 1.1 This procedure applies to WSD personnel without a designated departmental procurement card. For this process, the Finance Purchasing Department is the card check out point.

**The online version of this  
procedure is official;  
therefore, all printed versions  
are unofficial copies.**

### **2.0 RESPONSIBILITY:**

- 2.1 Accounting Specialist, Director of Accounting, designated receiving personnel.

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Accounting, Chief Financial Officer, Designated personnel with budget authority.

### **4.0 DEFINITIONS:**

- 4.1 Vendor – the company you are making a purchase from.

### **5.0 PROCEDURE:**

- 5.1 Employee may request the use of a procurement card by completing & agreeing to the “WSD Procurement Card User Agreement” (Kept on file for future purchases after initial approval).
  - 5.1.1 Employee signs and dates the form
  - 5.1.2 Employee has their supervising administrator sign and date form
- 5.2 Employee returns form to the Finance Purchasing Department for approval.
  - 5.2.1 After approval, the employee checks out the procurement card from the Finance Purchasing Department by signing the “Procurement Card Check Out Sheet”.
  - 5.2.2 Local Purchase – Use the procurement card and keep all receipts and supporting documentation.
  - 5.2.3 Online Purchase – if you order online or by phone:
    - 5.2.3.1 Billing address is Wenatchee School District, 235 Sunset Ave, Wenatchee, WA 98801
    - 5.2.3.2 You are required to ship to the WSD Warehouse - Shipping address is Wenatchee School District Attn: “Your School/Name”, – 1001 Circle St. Wenatchee, WA 98801
  - 5.2.4 For online ordering, please see “WSD Procurement Card Instructions” located with the “WSD Procurement Card Transaction Form” on the district website.
- 5.3 Upon completion of the purchase transaction, the employee returns the procurement card to the Finance Purchasing Department:
  - 5.3.1 Employee fills in the return date and initials the card return column on the “Procurement Card Check Out Sheet”

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5.4 Employee attaches purchase receipt or online invoice to the "WSD Procurement Card Transaction Form" and fills out the information. Information includes:

5.4.1 Date of purchase

5.4.2 Vendor name

5.4.3 Description of purchase

5.4.4 Total amount on receipt (the amount that will be charged to the procurement card)

5.4.5 The account number to charge the purchase to

5.4.6 Employee signature and date

5.4.7 Employee supervisors signature and date

5.5 Return the form to the Finance Purchasing Department.

### **6.0 ASSOCIATED DOCUMENTS:** (On WSD website under forms)

6.1 WSD Procurement Card User Agreement Form

6.2 WSD Procurement Card Instructions

6.3 WSD Procurement Card Transaction Form

6.4 WSD Procurement Card Check Out Sheet

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
User Agreement Form	Hard Copy in Finance Purchasing Dept	Minimum 7 yrs	Discard as Desired	Kept in lockable file cabinet
Check out Sheet	Hard Copy in Finance Purchasing Dept	Minimum 2 yrs	Discard as Desired	Kept in lockable file cabinet
Transaction Form	Hard Copy with Accounts Payable payment history	Minimum 6 yrs	Discard as Desired	Kept in lockable file cabinet

**\*\* End of Procedure \*\***