# All New Language 11/30/2020

# FISCAL MANAGEMENT BL04.31 AP.2

Use of District Purchasing Card(s)

Credit Card

Credit cards shall be issued in the name of the District and used by employees to purchase food, lodging, transportation, and other items incurred in the course of District/school business as approved by the Superintendent/designee. Personal items, spouse/family expenses, etc., are not to be charged to the District credit card even if later reimbursed to the District.

Surplus Property Authorization Card

The Superintendent or Central Office designee is authorized by Board action to use the District’s Surplus Property Authorization Card. Other District employees must have a letter of authorization from the Superintendent or Central Office designee to present with the card to make purchases charged to the Board account. Purchases charged by schools must be reimbursed to the Board account, unless otherwise authorized by the Superintendent or designee. Surplus property items purchased for District use become District property.

Securing

All individuals using the District purchasing card(s) shall complete the following purchasing card checkout form.

NOTE: Instead of this form, please use the form provided in the KDE document, Accounting Procedures for School Activity Funds, when using a District credit card to make a school activity fund expenditure.

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| **District purchasing cards may not be lent to or used by anyone other than the individual to whom it is issued.** |
| Individuals using a District purchasing card shall submit a detailed receipt, in addition to a purchasing card receipt, indicating the date, purpose, and nature of the expense for each claim item. Failure to provide a proper receipt shall make the individual responsible for expenses incurred.\* |
| **Name** | **Purpose/PO #** | **Purchasing Card Name** | **Purchasing Card #** | **Date Out** | **Date In** | **Initials of Superintendent/Designee** |
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\*In exceptional cases, the Superintendent or Board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be considered part of the District’s record of claims.

Related Policies:

01.821; 03.125; 03.225