

## Operational Services

### Use of Procurement Cards

The Superintendent and employees designated by the Superintendent with approval of the Board are authorized to use District procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

The Superintendent or designee shall manage the use of District procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District procurement card use by the Superintendent and other designated employees is appropriate.

In addition to the other limitations contained in this and other Board policies, District procurement cards are governed by the following restrictions:

1. Procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. The Superintendent or designee shall limit the amount of money each cardholder may charge in one purchase or in a single month.
4. Consequences for violation of this policy and/or procedures include, but are not limited to, a reimbursement to the district, loss of card use privileges, discipline or discharge, and referral for criminal prosecution.
5. All cardholders must sign a statement affirming that they are familiar with this policy and procedures.
6. The Superintendent or designee shall implement a process whereby all purchases using a District procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
7. Cardholders must submit the original, itemized receipt to document all purchases. Internet purchases require the purchaser to print the receipt generated by the website.
8. No individual may use a District procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
9. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

LEGAL REF.: 105 ILCS 5/10-20.21.  
23 Ill.Admin.Code §100.70(d).

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Student Activity and Fiduciary Accounts), 5:60 (Expenses)

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