

Procurement Card Use

The Board of Trustees permits the use of District procurement cards for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of those individuals that will be issued a District procurement card will be maintained in the business office.

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

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

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in procurement card revocation and discipline of the employee.

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

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

The Business Office shall monitor the use of each procurement card every month and report any serious problems and/or discrepancies directly to the Superintendent.

Cross Reference: 7010 Purchasing
 7020 Travel Allowances and Personal Reimbursement

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

Policy History:
Adopted on: 1.8.2019
Revised on: