



**PURCHASING CARD
PROGRAM**

**INTERNAL ACCOUNTS PURCHASING CARD
PROCEDURES**

PURCHASING CARD PROCEDURES - INTERNAL ACCOUNTS

- I. APPLICATION:** This procedure applies to all schools using an approved Purchasing Card to pay for expenditures from the school's internal accounts.
1. The use of an approved Purchasing Card is viewed as a convenient method of consolidating payments. It is a method of point-of-sale payment and under no circumstances shall it be viewed as an advancement of credit to the School or District.
 2. All statements shall be reconciled and paid in full from the School's internal accounts on a Monthly basis.
- II. APPROVING AUTHORITY:** The School Principal shall be the approving authority for the use of the Purchasing Card. No purchases shall be made using the Purchasing Card without the prior written consent of the Principal.
1. Each purchase is subject to the same limitations as set forth by the State of Florida and School Board Rule. No individual purchase shall exceed the Asset Capitalization threshold as established by the State of Florida. Splitting purchases to circumvent this limitation is expressly prohibited.
 2. Consistent with good School requisitioning procedures, the Principal must review and approve all requisitions for purchase prior to purchase.
 3. Approval of requisitions for purchase attests that funds are available from the School's internal funds at the time of purchase.
- III. EXISTING PURCHASING RULES AND REGULATIONS.**
1. Purchases made with a Purchasing Card using internal funds is subject to all applicable State, Federal and School Board Rules, regulations and statutes. **Purchases shall be for School business only.**
 2. The District's Sales Tax Exemption Number is referenced on the card. However, the Card does not automatically block taxes from being charged. Where applicable, it is the individual cardholder's responsibility to inform the retailer or store or catalog company that we are Tax exempt to avoid the inclusion of these charges.
- IV. PURCHASE CARD ISSUANCE AND CONTROL:** Application for Purchasing Cards shall be made through the Purchasing Department. Upon receipt, the cards will be forwarded to the School.
1. All cancellations or changes to cards shall be through the Purchasing Department.
 2. All cardholders shall sign, and the school shall maintain on file a "Cardholders Agreement" for each cardholder.
 3. All cards are individualized and only the cardholder is authorized to use the card.
- V. INTERNAL CONTROLS:** The person designated to reconcile the statements, make payments, or track card transactions cannot possess a purchasing card.
- VI. DOCUMENTATION REQUIREMENTS:**
1. Approved requisitions signed by the Principal with supporting receipts.
 2. Approved reconciled bank card statements, signed by the Principal.
 3. Monthly activity log of approved Purchasing Card transactions.

VII. BANK RECONCILIATION: All statements shall be reconciled, approved and payment effected within ten working days of receipt of the Bank statement, no exceptions.

1. All documentation, ie, requisitions, receipts etc., must be accounted.
2. All request for credits acknowledged from vendors.
3. Bank Statement must be reviewed and approved by the Principal.
4. Payment will be effected through the School's BlueBear Accounting System.
5. Payments will be effected to avoid late payment penalties assessed by the Bank (see your statement).