

7.66 - Purchasing Cards

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Purchasing cards shall be used for expending funds in accordance with Legislative Act 99-389 and Alexander City Board of Education guidelines. The use of purchasing cards requires a voucher system to account for expenditures.

To gain access to a card, employees must sign a Board-approved Purchasing Card Agreement and Use Form.

Employees are responsible for appropriate use of the purchasing card. Additionally, employees are responsible for their actions while using the card. Use of the purchasing card is a privilege, not a right, and may be revoked if guidelines are not followed. The Superintendent or designee shall distribute procedures, guidelines, and expectations for employees regarding the use of purchasing cards, as well as consequences of misuse.

REFERENCE(S):

CODE OF ALABAMA

16-1-8.1, 16-13A-5; 16-13A-6

LEGISLATIVE ACT 99-389

HISTORY:

ADOPTED: JULY 13, 2010

REVISED:

FORMERLY: NEW