

Huntingdon Special School District Procedures for the Use of Purchase Cards (Credit Cards) June 2016

The following outlines the procedures to be used by Huntingdon Special School District employees concerning purchase cards or credit cards.

- Purchase cards used by the district may include:
 - Bank Card (Regions Bank Visa)
 - Wal-Mart
 - Sam's Club
 - E.W. James/Cash Savers

- The following individuals are issued card(s) for procurement purposes:
 - Director of Schools
 - Federal Projects Directors including:
 - Federal Programs Director(s):
 - ✓ Title IA*
 - ✓ Title IIA*
 - ✓ Title VI*
 - IDEA Director*
 - CTE Director*

* In the case of Huntingdon Special School District, any or all of these may be the same individual.

- Dependent upon the amount of the proposed purchase orders must be generated and approved prior to the use of a card.

- Merchandise available at any of the abovementioned stores is permitted for purchase so long as the allowability of the item has been validated. In the case of the bank card, the same information is true for use in any establishment as long as the allowability of the item has been validated.

- The maximum amount that can be charged must be reasonable and near the estimate of the purchase order.

- Amounts charged for travel expenses such as lodging, meals, parking, and/or tolls, etc. must follow the Huntingdon Special School District Travel Regulations, and in the case of federal grants, must be solely for the purpose of a project-related event.

- Documentation for all purchase cards will follow all procurement procedures as outlined in other purchase policies and procedures issued by Huntingdon Special School District.
- All purchases are reviewed by:
 - The individual to whom the card is issued
 - The federal bookkeeper
 - The Director of Schools
- If any of the above finds any suspicious purchases, an immediate investigation will be started to determine if there was any misuse of the purchase card. If misuse is found, the individual responsible for the misuse will be interviewed and the inappropriately charged funds will be immediately repaid. In some cases punitive action may occur.