

Tyler County Policy: DO

Purchase Card Policy

The purpose of this policy is to establish the required guidelines for the use of purchase cards. In addition, the Tyler County Board of Education will adhere to the policies and procedures applicable to the Local Government Purchasing Card (P-Card) Program for local entities adopted by the WV State Auditor's Office.

- DO.1 The purchasing card (P-Card) is to be used for business expenditures only.
- DO.2 The P-Card will be issued in the name of the employee. By accepting the P-Card, the employee assumes responsibility for the P-Card and will be responsible for all charges made with the P-Card. The P-Card is not transferable and may not be used by anyone other than the Cardholder.
- DO.3 The P-Card must be maintained with the highest level of security. If the P-Card is lost or stolen, or if the Cardholder suspects the P-Card or account number to have been compromised, the Cardholder agrees to immediately notify the Tyler County Board of Education P-Card Coordinator. The P-Card Coordinator duties will be assigned to the Treasurer.
- DO.4 All charges will be billed and paid directly by the Tyler County Board of Education. On a monthly basis, the Cardholder will receive a statement listing all activity associated with the P-Card. The activity will include purchases made during the reporting period. While the Cardholder will not be responsible for making payments, the Cardholder will be responsible for the verification and reconciliation of all account activity with the P-Card Coordinator, and/or his/her designee.
- DO.5 The Cardholder's account will be subject to periodic internal control reviews and audits designed to protect the interests of the board of education.
- DO.6 Parameters and procedures may periodically change or be updated. The Board will promptly notify all Cardholders of these changes.
- DO.7 The Cardholder agrees to surrender and cease use of the P-Card upon termination of employment for retirement, voluntary separation, administrative suspension, resignation, or dismissal. In addition, the Cardholder must surrender and cease use of the P-Card in the event of transfer or relocation. The

Cardholder may also be asked to surrender the P-Card at any time deemed necessary by the Board's administrative staff.

DO.8 Misuse or fraudulent use of the P-Card will result in disciplinary actions and may be grounds for dismissal.

Reference: West Virginia State Auditor's Office Local Government Purchasing Card Program Policies and Procedures (June 2008).

Date: 8/4/15, 11/2/09