

District Purchasing Cards

The Board of Directors authorizes District employees to use District purchasing cards to pay for the actual and necessary expenses incurred in the performance of work-related duties. The Purchasing Department has sole authority for the issuance of District Purchasing Cards.

District purchasing cards shall be used to pay for expenditures related to official school business and shall be used in a manner consistent with the terms of use and Board policies, regulations, and procedures. The District will inform individuals who are authorized to use the school purchasing cards of the terms of use.

District purchasing cards may not be used for personal expenditures. There may be instances where separating personal expenditures from approved District expenditures on a vendor/merchant invoice is not possible. In those instances, personal expenditures will be reimbursed to the District immediately. Employees who fail to provide the Accounting Department with all necessary paperwork in a timely fashion with which to expedite District payments will be personally responsible for any late payment fees or finance charges assessed. For those employees who use their District purchasing card for a personal expenditure and do not immediately provide reimbursement, the District may have the amount due for the personal expenditure, as well as any late payment fees or finance charges, deducted from their paycheck via direct payroll deduction consistent with the appropriate procedures. Personal expenses processed on a Purchasing Cards are in violation of the Procurement Card guidelines and can be punished by cardholder termination for any misuse. Inappropriate use of the Purchasing Card may subject the cardholder to termination, criminal charges, and prosecution.

Specific District procedures and guidelines for employee use of purchasing cards are available online and from the Purchasing Department. Failure to follow District procedures and guidelines may result in revocation of Purchasing Card privileges and/or other disciplinary actions up to and including termination.

Iowa Constitution, Art. III, § 31
Iowa Code §§ 279.8, .29, .30
281 I.A.C. 12.3(1)

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