

Redmond School District #2J
Purchase Card Usage Agreement – FY19-20

I, _____, hereby acknowledge receipt of the Bank of America Purchase card (P-Card) # _____.

Card holder must adhere to the following:

- Maintain sole possession and security of issued card at all times.
- Issued card may only be used to purchase items authorized by the adopted school district budget.
- Issued card may only be used to purchase items that have received **prior** approval by your school /departmental secretary or bookkeeper.
- The card may be used on “small” purchase items, under \$1,000 per individual order without doing a requisition prior to purchase.
- Orders may not be “split” into separate orders in an effort to circumvent the \$1,000 limit.
- If the order is over the \$1,000 limit, the credit card may still be utilized, but the card holder / department is required to go through the traditional purchasing requisition approval process prior to placing the order or incurring the expense.
- If purchasing airline tickets, the card holder must have prior superintendent or designee approval.
- Purchase order must be entered into iVisions by the following Monday after the transaction.
- Credit card slips/receipts must be signed by the purchaser.
- Detailed receipts must be provided, including itemized receipts when purchasing meals or other travel related activities. If receipt is for a meal, the names of the staff should be listed on the receipt.
- Receipts must be turned into the Bookkeeper or Office Manager immediately upon return to work site.

The following are *PROHIBITED* uses of district-issued cards:

- The purchase of alcoholic beverages
- The purchase of personal items
- The purchase of gasoline for a privately-owned vehicle (without prior authorization)
- Authorizing a gratuity that exceeds 20 percent
- Purchasing meals that exceed the daily per diem rates established by the district
- Gift cards for employees or volunteers (only allowable if purchased for students for rewards, incentives, etc.)

If you have used the district-issued card for personal or unauthorized items, repayment to the district is expected immediately. Failure to make repayment may result in an automatic deduction from your next payroll disbursement.

By my signature below, I agree to follow all policies and guidelines set forth by the Redmond School District regarding the use of district-issued P-Cards.

Card Holder Signature

Issuance Date

Date of Card Return