Dexter Community Schools
Bylaws & Policies

6424 - PURCHASING CARDS

The Board of Education recognizes that bank credit cards ("purchasing cards") offer an alternative to existing procurement processes and provide a convenient, efficient method of purchasing goods and services. Board employees, school Board members, and contracted personnel, authorized by the Superintendent, may use purchasing cards only for school-related purposes only in accordance with this policy, the approved budget, and District administrative guidelines. Purchasing cards shall not be used to circumvent the general purchasing procedures required by Michigan law and Board policy.

The Superintendent or Chief Financial Officer shall be responsible for the issuance, accounting, monitoring, and general oversight of purchasing card use in the District and shall develop the administrative guidelines. The credit limit of individual purchasing cards shall be authorized and monitored by the Chief Financial Officer.

All approved cardholders must agree to abide by purchasing card procedures and regulations set forth in this policy and relevant administrative guidelines. All transactions must be made by the individual to whom the card is issued.

Purchasing card banks are provided with a cardholder's work address, date of birth, and the last four (4) digits of his/her social security number for verification purposes only when cards are issued. No other personal information of cardholders is provided to the purchasing card banks.

The Chief Financial Officer shall conduct independent, regular reviews of each cardholder's activity to verify that the purchasing card is being used in accordance with the policy and administrative guidelines. Prices of commonly priced items should be periodically verified to prevent schemes of purposeful price inflation.

Cardholders must use common sense and good judgment when using school resources. This policy and administrative guidelines cannot cover every issue, exception, or contingency that may arise during the cardholders' use of the purchasing card.

Cardholders will immediately surrender their cards upon request of the Chief Financial Officer and shall surrender their cards upon separation from employment. Cardholders are required to take reasonable prudent measures to protect the use and custody of the card and shall immediately notify the credit card issuer and the Business Office if the card is lost or stolen.

The purchasing card may never be used to purchase alcohol or personal items or services. The personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward by the employee/cardholder is prohibited under any circumstances.

Employee cardholders may make personal use of incidental bonus points, frequent flyer miles, or other affinity programs as long as it is not abusive: the promotional benefits accrued must be an insignificant portion of any benefit received, the District may not incur any excess costs as a result of affinity program participation, and affinity programs cannot influence employee selection of vendors.

Dexter Community Schools will seek restitution, including any costs associated with obtaining restitution, for any inappropriate charges made to an account. Misuse of the card may result in corrective action up to and including termination and/or possible criminal action.

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