

Marion County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review:
Annually,
in February

Expenditures: Purchasing Cards

2.811

05/16/11

Rescinds:

Issued:

The Board approves the use of purchasing cards within the guidelines noted below.

GENERAL GUIDELINES:

Purchasing cards shall be limited to officials and designated employees of the Marion County School System.

Purchasing cards shall bear the name and be the property of the Marion County School System so as to be exempt from applicable Tennessee taxes.

All purchasing cards shall be issued by the Director of Finance. Purchasing card requests shall be authorized for travel and/or retail purchasing. The use of a credit card for travel shall comply with Policy 2.804 guidelines. The use of a retail charge card for purchases shall be in accordance with bid/quote limitations in Policy 2.806.

Under no circumstances shall a card be used for personal purchases. Charges identified as personal use shall become the financial responsibility of the user and not the school system.

Each official or employee issued a card will be responsible for ensuring that the travel and/or purchasing limit is not exceeded.

The user of a card agrees to obtain receipts and maintain detailed information for each transaction. Receipts and supporting documentation shall be remitted to the finance office within 5 days of the respective charge. All receipts will reflect the user's signature/initials as authorization of the charge and approval for payment.

Purchasing cards which are used in any other manner inconsistent with this policy are subject to immediate revocation and shall be turned in to the finance office.

Credit Cards

Credit cards are to be used only for travel. Administrators of programs that provide staff development training and require travel may request a credit card from the finance office.

The person whose name appears on the credit card may be held personally liable for any unauthorized purchase made with the card, including purchases exceeding any travel limits authorized in Board policy 2.804.

When deemed necessary and in emergency situation, the Director of Finance shall be authorized to make purchases with a credit card. Purchases shall comply with the bid/quote limits set in Board policy 2.806.

Retail Charge Cards

Retail charge cards are to be used to purchase program supplies and materials. Administrators of departments and community service programs that require supplies and materials may request a retail charge card.

The person utilizing a retail purchase card may be held personally liable for any unauthorized purchases made with the card, including purchases exceeding the bid/quote limits set in Board policy 2.806.