Board Policy DJEAC: Purchasing or Credit Card Use

Status: ADOPTED

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The ~~Bibb County~~ Board of Public Education for Bibb County ("Board") authorizes the use of purchasing cards and credit cards ("District issued cards") by authorized employees for purchases of items or services that directly relate to the card user's duties or responsibilities for the Bibb County School District ("District") in accordance with state law, this Policy, Regulation DJEAC-R(1), and procedures established by the Superintendent or his or her designee.

Such regulations or procedures will provide for the following:

1. Designation that the Superintendent is the sole employee who may be issued a credit card and designation of users who are authorized to be issued District purchasing cards;

2. A requirement that, before being issued purchasing cards or credit cards, authorized users must accept and sign an agreement that they will use ~~purchasing~~ District issued cards ~~only~~ strictly in accordance with District policies, regulations, and procedures;

3. Transaction limits for the use of ~~purchasing~~ District issued cards;

4. A description of purchases that will be authorized for use of ~~such~~ District issued cards;

5. A description of purchases that will not be authorized for use of ~~such~~ District issued cards;

6. Designation of the District's purchas~~e~~ing card and credit card administrator;

7. A process for auditing and reviewing purchases made with ~~purchasing~~ District issued cards; and

8. Provisions for addressing a violation of purchasing card or credit card policies, regulations, or procedures and the penalties imposed for violations including, but not limited to, revocation of card privileges.

The Superintendent is authorized to develop a regulation in accordance with this Policy.