Regulation DJEAC-R(1): Purchasing or Credit Card Use Status: ADOPTED

Original Adopted Date: 05/18/2023 | Last Revised Date: 06/15/2023 | Last Reviewed Date: 06/15/2023

1. Purpose

~~A purchase card program can be an efficient and cost-effective means to purchase goods and services that benefit the Bibb County School District ("District") and its students~~. The purpose of this Regulation is to provide guidelines ~~for District employees to follow when using~~for use of purchasing cards (~~or~~ "P-Cards") and Board issued credit cards when purchasing goods and services that benefit Bibb County School District ("District") and its students.~~.~~

This Regulation applies ~~Rregulation will apply~~ to all employees participating in the P-Card program and to the Superintendent's use of a District credit card as further described below. ~~is intended to provide flexibility to make small dollar purchases as well as travel arrangements and seminar/conference reservations when needed. The P-Card program is intended to reduce the use of petty cash and small amount purchase orders. Goods requiring solicitation of bids should be directed to the Procurement and Receiving Department.~~

2. P-Card Procedures

A. Issuance of P-Cards

P-Cards will be issued to an employee only at the direction of the employee's Department Head. P-Cards are intended to provide employees flexibility to make small dollar purchases as well as travel arrangements and seminar/conference reservations when needed and otherwise approved. The P-Card program is intended to reduce the use of petty cash and small amount purchase orders. Goods requiring solicitation of bids should be directed to the Procurement and Receiving Department.

Employees~~Any employee~~ issued a P-Card must ~~will be required to accept and~~ sign an agreement that the employee will use the ~~purchasing~~ P-card in accordance with District policy, regulation, and procedure. P-Cards must~~will~~ be surrendered, and accounts closed, upon violation of District policy, regulation, or procedure, as set forth herein;, termination of employment with the District for any reason; or as otherwise determined appropriate by the P-Card Administrator. ~~.~~

B. P-Card Transaction Limits:

The following limits will apply regarding purchases made with District P-Cards:

1. Dollar limit per transaction - $2,000 - $10,000

A. Billing cycle dollar limit- $20,000

Transactions for travel, such as hotel stays covering multiple days that exceed $500, must be approved by the employee's Department Head prior to travel. Other transactions not meeting the limits outlined within this Regulation must be approved by the employees' Department Head~~appropriate District administrator~~ in writing prior to purchase.

B. Purchases

Under no circumstances is a ~~purchasing~~ P-C~~c~~ard program participant permitted to use the P-Card for personal purchases. All P-Card transactions ~~will~~ must be related to official District business. Purchases ~~will~~ may not be split to stay within the purchasing limits established above.

Allowable purchases include, but are not limited to the following District expenses: employee travel and training, seminars, professional membership dues, building supplies, cleaning supplies, District vehicle or computer parts, safety supplies, shipping/postage, office supplies and approved emergency purchases.

Prohibited purchases include, but are not limited to: alcoholic beverages, tobacco products, cash advances, gifts, gift cards, legal services, medical services, computer hardware and software, personal items, and

unbudgeted items.

Additional procedures to use P-Cards are required when utilizing federal funds.

C. Roles and Responsibilities

P-Card Program Administrator. This eEmployee will serve as the liaison with the bank handling the District's purchase card program. The P-Card Program Administrator will coordinate the issuance of cards, maintain card limits, cancel cards as necessary, and ensure balances due are paid in a timely manner. The P-Card Program Administrator will also monitor the timely receipt of transaction logs, record each transaction within the accounting system, publish the annual due date schedule for completed transaction logs, assist in maintaining the program policy and procedures, provide training as needed, and perform any other task related to the P-Card Program as assigned by the Chief Financial Officer.

P-Card Holder or Department Designee. Each Department Head will designate a P-Card Holder or Department Designee. This employee will be responsible for securing account numbers, expiration dates, and security codes for all P-Cards assigned to individual employees or to the Department. The Department Designee will also ensure only job-related goods or services allowed under the P-Card program are purchased and the P-Card bi-weekly billing statement is reconciled. The reconciliation will be considered complete when a completed transaction log is submitted to the Finance Department by the scheduled due date along with an itemized receipt or invoice for each transaction attached confirming state sales tax has not been charged (exception for meals). The transaction log must be signed by the ~~card holder~~ P-Card Holder or Department Designee and the Department Head.

Department Heads. All Department Heads are responsible for determining which employees will be issued a ~~purchasing~~ P-cCard, notifying the Finance Department when such employee terminates employment with the District, approving and signing each billing statement transaction log for their department's purchases, and verifying funds are available in the department's budget. Department Heads must also immediately report any suspected abuse to the Procurement and Receiving Director.

D. P-Card Violations

An employee's failure to comply with District policy, regulation, or procedure regarding P-Card use will be considered a violation of the P-Card Program and will be reported to the Human Resources Department for further investigation. The following actions and or disciplinary measures may be implemented as appropriate.

1. First Violation - 30-day P-card Suspension

- Written Warning.
- Immediately pay back any misappropriated funds or unallowed expenditures.

Serious first-time violations of District policy, regulation, or procedure regarding P-Card use may result in disciplinary action, including suspension without pay or termination of employment.

2. Additional Violations- Removal from the P-Card Program and Discipline

- Possible discipline includes suspension without pay.
- Termination may be warranted ~~necessary~~ for serious offenses.
- Immediately pay back any misappropriated funds or unallowed expenditures.

No disciplinary action pursuant to this Regulation shall preclude any other civil or criminal remedy under any other provision of law.

3. Credit Card Procedures

A. Issuance of Credit Cards

The Board has designated the Superintendent as the only employee eligible to be issued a District credit card.

Before being issued a credit card, the Superintendent must sign and accept an agreement that they will use such credit card strictly in accordance with the District policy, regulation, and procedure.

B. Purchases

All credit card transactions must be related to official District business. Under no circumstances is the Superintendent permitted to use the District issued credit card for personal expenses. Prohibited purchases include, but are not limited to: alcoholic beverages, tobacco products, cash advances, gifts, gift cards, legal services, medical services, computer hardware and software, personal items, and unbudgeted items.

Collective purchases of more than $25,000.00 per billing cycle must be approved by the Board.

C. Violations

The Superintendent's failure to comply with District policy, regulation, or procedure regarding credit card use may result in an investigation. If misuse or misappropriation of funds is identified, the violation will be presented to the Board for appropriate action. No disciplinary action pursuant to this Regulation shall preclude any other civil or criminal remedy under any other provision of law.

~~3.~~4. **Public Records.** Documents related to P-card or credit card purchases will be made available for public inspection pursuant to requests in accordance with the requirements and procedures set forth in the Georgia Open Records Act.

~~4.~~5. **Internal Audit**

The Procurement and Receiving Department will review each department's~~'~~ P-Card transaction logs and verify that the receipts submitted did not charge sales taxes (exception for meals), the amounts charged reconcile to the billing statement, and the accounting codes assigned are accurate. The Procurement Director or their designee will conduct a bi-weekly audit to verify the spending activity relative to the established guidelines and compliance with the P-Card policy, regulation, and procedure. The audit will be no less than ten percent (10%) of the number of cards with activity and shall be conducted on at least two cards. The selection process for the internal audit will be based on a random selection process.

Additionally, the Chief Financial Officer (or designee) and assigned accounting~~/~~ or procurement staff will conduct internal audits of all transactions that warrant a further review or explanation.

Purchases made by the Superintendent using the District issued credit card are subject to periodic audit by the Procurement Director or designee and by the Board.

~~**F. Violations**~~

~~Failure to comply with this Regula9on will be considered a viola9on of the P-Card Program and will be reported to the Human Resources Department for further inves9ga9on. The following ac9ons and or disciplinary measures may be implemented as appropriate.~~

~~1. First Violation - 30-day P-card Suspension~~

- ~~Written Warning.~~
- ~~Immediately pay back any misappropriated funds or unallowed expenditures.~~

Serious first 9me viola9ons of this Regula9on may result in disciplinary ac9on, including suspension without pay or termination of employment.

2.1. Additional Violations- Removal from the P-Card Program and Discipline

- Possible discipline includes suspension without pay.
- Termination may be necessary for serious offenses.
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