Living Sky School Division No. 202

Administrative Procedure (AP) Manual

Procedure Name: Purchasing Card (PCard) Use			
Procedure Type:	Business Administration	**Implementation Date:**	OCT 8, 2025
Procedure Number:	7.12	**Last Revision Date:**	OCT 8, 2025
AP Owner:	Superintendent of Business	**Last Review Date:**	OCT 8, 2025
Legal Reference(s):			

Background

The Purchasing Card (PCard) Program allows authorized employees to purchase goods and services for official Division business in a secure, efficient manner, while ensuring proper stewardship of public funds. PCards make small dollar purchasing and travel expenses more convenient by allowing quick, direct purchases without the administrative burden of a full purchase order process. They reduce paperwork and processing time, especially for low-cost, frequently needed items.

The effective use of PCards is a shared responsibility. Employees, supervisors, and financial staff all play a role in ensuring that purchases are appropriate, documented, and properly approved. By working together with transparency and accountability, we safeguard both the Division's resources and the individuals entrusted with managing them.

PCards do not replace established procurement processes for higher-value purchases, competitive bidding requirements, or purchases that require contracts or formal agreements. All use of PCards must comply with Division procedures and internal controls to ensure accountability, proper approvals, and the protection of public funds.

Scope

This procedure applies to all employees issued a Division PCard.

Definitions

Cardholder is an employee who has been issued a PCard and is responsible for its use.

GL Coding (General Ledger Coding) refers to assigning financial transactions to the appropriate budget accounts for accurate financial tracking and reporting.

PCI Compliance (Payment Card Industry Data Security Standard) is a set of security standards designed to ensure that all organizations that accept, process, store, or transmit credit card information maintain a secure environment and protect cardholder data.

Personal Purchase is any expenditure not directly related to Division business.

Purchasing Card (PCard) is a Division-issued credit card for approved business purchases.

Reconciliation is the monthly process of reviewing and coding all PCard transactions with attached receipts.

Single Transaction Limit is the maximum dollar amount permitted for a single purchase using a PCard, as established by the Division.

Supervisor is the individual responsible for reviewing and approving a cardholder's monthly PCard activity.

Procedures

1. **Authorized Use**
   a. PCards may be used for legitimate business expenses that support Division operations.
   b. PCards may be used for pre-approved budgeted expenditures.
   c. Personal purchases are strictly prohibited.
   d. Cardholders are responsible for all transactions charged to their PCard.

2. **Prohibited Transactions**
   The PCard must ***not*** be used for:
   a. personal expenses of any kind,
   b. alcohol,
   c. cash advances,
   d. gambling, lottery tickets, or betting,
   e. internet auction sites,
   f. goods or services requiring formal contracts or competitive bids,
   g. hazardous materials,
   h. fuel for personal vehicles (mileage claims are required instead),
   i. capital purchases such as machinery, computer hardware, or vehicles, and
   j. any purchase intended to circumvent established procurement processes.

3. **Transaction Limits**
   PCards are subject to established transaction limits, including a maximum value per transaction. These limits are set in the Division's Purchasing Card Protocol and may vary based on employee role or operational requirements. Any exceptions must be pre-approved by the superintendent of business or designate.

4. **Cardholder Responsibilities**
   a. The PCard is issued to an individual employee and must not be shared with others.
   b. The PCard must be safeguarded against theft, loss, or misuse.
   c. Itemized receipts must be obtained and retained for all purchases.
   d. Transactions must be reconciled monthly and accurately coded to the appropriate general ledger accounts.
   e. Lost or stolen PCards must be reported immediately.

5. **Oversight**
   a. Cardholder transactions are reviewed and approved by supervisors monthly.
   b. The superintendent of business performs regular audits to ensure compliance.

6. **Violations**
   Improper or unauthorized use of a PCard may result in one or more of the following actions:
   a. suspension or cancellation of card privileges;
   b. requirement to personally repay the Division of unauthorized transactions; or
   c. disciplinary action.

Related

AP 7.05 Payments
AP 7.06 Purchasing and Procurement

Purchasing Card Protocol (*internal document*)