

Central Consolidated Schools

Purchasing Cards

(effective 8/1/2012)(revised 8/1/2014)

Central Consolidated Schools is required to adhere to all state statutes concerning debt. Public schools district are not allowed to incur debt with the exception of bond sales for construction and building renovation. Thus, our use of district purchasing cards must be kept to a minimum. Any travel expenses charged to a purchasing card requires the Purchasing Card Travel Voucher form that must be attached with all documents submitted to Accounts Payable.

District purchasing cards will only be used for the following:

- Student travel
- Pre-approved staff travel out-of-state
- Emergency purchases (vandalism, utility outages, etc.)
- Pre-approved online purchases
- Fuel for district staff and student travel
- Purchases for items that cannot be purchased with a vendor or CES directly

Purchasing cards will be issued to the following:

- Departments
 - Directors
 - Key staff within departments
- Schools
 - High Schools
 - 2 Operational (held by Principal for use as necessary)
 - 4 Athletics (Cards are to be rotated from Fall athletics to Winter to Spring. Principal maintains log of purchasing card numbers assigned to Athletics Coaches)
 - 1 Activities (held by Principal for use as necessary)
 - Middle Schools
 - 2 Operational (held by Principals for use as necessary)
 - 2 Athletics (held by Principals for sign-out as necessary)
 - 1 Activities (held by Principals for use as necessary)
 - Elementary Schools
 - 1 Operational (held by Principals for use as necessary)
 - 1 Activity (held by Principals for use as necessary)

If all purchasing cards are signed out at a site and an additional card is required, a purchasing card may be checked out from the Purchasing Department for use for a period of no more than 2 days.

Purchasing Card Use

All purchasing card purchases require the issuance of a P.O. prior to use. The P.O. must be issued for the amount of the specific transaction or purchase. Only certain items can be purchased using a blanket P.O. These include items purchased on a regular basis rather than maintaining in inventory (such as Maintenance might need) and items such as food for student consumption. Purchasing cards may only be used if the district does not have a vendor with whom a direct P.O. and purchase can be made.

Please see travel procedures and using a B of A P-card for purchasing materials for details on responsibilities of the p-card user. A Purchasing Card Travel Voucher is required whenever travel is charged to a district card.