

Related Entries: (Not identified at this time)

Purchasing Card

The Board's Purchasing Card Program (often called a P-Card) is meant to improve efficiency in processing low-dollar purchases from any vendor that accepts a credit card. The cardholder can purchase approved commodities and services directly from vendors. Each purchasing card is issued to a named individual, and the School District of Lee County is clearly shown on the card as the Governmental buyer of goods and services. Purchasing cards may be used to make purchases to acquire materials and supplies as needed for operations.

The Superintendent must develop a Purchasing Card Program: Policy and Procedure Guide (Policy and Procedure Guide) that specifies those authorized to use purchasing cards, the types of expenses which can be paid with purchasing cards, and their proper supervision and use. The Policy and Procedure Guide must be reviewed and updated routinely to ensure compliance with laws and policy developments. District staff authorized to use a purchasing card must undergo the appropriate training and be familiarized with the Policy and Procedure Guide.

Personal, inappropriate, illegal use of the purchasing card or failure to strictly comply with the limitations and requirements outlined in the Policy and Procedure Guide may result in a loss of purchasing card privileges, disciplinary action, including termination, personal responsibility for any inappropriate charges, including finance charges and interest assessed in connection with the purchase, and possible referral to law enforcement authorities for prosecution. The procurement and financial accounting departments will monitor the performance of the program.

Purchasing cards shall not be used to circumvent the general purchasing procedures established by State law, Board policy, and District procedures. Purchasing cards must be used only for expenses connected with Board-approved or school-related activities that benefit the District and serve a valid and proper public purpose.

Statutory Authority: 1001.41, 1001.42, 1001.43, F.S

Adopted: 6/14/2022

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