

F. Card Termination8

The Procurement Card must be returned to the Program Coordinator upon your transfer to another department or termination of employment. When transferring to another department, please contact the program coordinator to discuss the continued use of the card.

You must ensure the department account has available and encumbered funds prior to making any purchases. Funds will be encumbered via a purchase requisition and all required business documentation must be attached.

II.

1. General Information

As a school district, we are bound by certain State, Local and Federal guidelines and laws. All purchases must be in accordance with the laws of the State of Texas and JISD's purchasing procedures. You are responsible for compliance and strict adherence to all purchasing guidelines within your departmental delegated authority.

All cardholders must follow these guidelines when using the Procurement Card:

- a) Determine if the transaction is an acceptable use of the card.
- b) Determine if the anticipated purchase is within the cardholder's spending limit.
- c) Specify the cardholder's name, company name, department name and shipping instructions. Also, specify the Procurement Card number, expiration date and name as it appears on the card.
- d) Confirm pricing and freight charges.
- e) Request that a hard copy of the invoice with the pricing and freight be emailed to the cardholder and/or included with the shipment.

2. Examples of Acceptable Purchases

All purchases must be made in accordance with applicable JISD policies.

The Procurement Card may be used for a variety of purchases, including:

Tools/Hardware	what, where, when, and why)
Books	Rentals
Medical supplies	Subscriptions
Janitorial supplies	Registration fees for training courses,
Office supplies	conferences and seminars
Videos	Safety supplies
Business Meals (Must indicate who,	

3. Unacceptable Purchases

The Procurement Card may not be used for the following purchases:

Items for personal use
 Capital equipment
 Animals
 Cash advances, money orders or refunds
 Services provided by a sole proprietor or partnership, consulting or other 1099 reportable services
 Controlled/hazardous/radioactive materials
 Social club dues

4. Restricted Purchases

Alcohol

C. Receiving Supplies and Services

It is your responsibility to ensure receipt of goods and to follow up with vendors to resolve delivery problems, discrepancies and/or damaged goods. A copy of the charge slip, sales receipt or other information related to the purchase must be retained.

D. Reconciliation

Upon receipt of the monthly email from the Program Coordinator regarding the end of the billing cycle, the cardholder/departmental personnel will reconcile the card activity and send all receipts to Accounts Payable. This reconciliation should reflect all card activity for the billing cycle.

Any discrepancies identified must be promptly investigated. Documentation of action taken must be included as an attachment to the receipts. It is the cardholder's