



## **PURCHASING CARD POLICY**

***This policy was approved by the Governing Council on November 18, 2015.***

### **Rationale**

The Jefferson County School district provides the Mountain Phoenix Director of Operations (Program Administrator) with the ability to assign credit cards (Purchasing Cards or P-Cards) to designated staff. This allows for the simplified acquisition, receipt and payment of services, merchandise and travel expenses incurred on behalf of the school.

### **Policy**

It is the policy of the Mountain Phoenix Governing Council that the Director of Operations is responsible for establishing credit limits for all assigned cardholders and ensuring cardholders are responsible for following the guidelines set forth by the district and have a completed and active "P-Card Individual Cardholder Application" on file when using the school credit card.

### **Guidelines**

The Director of Operations is responsible for determining credit card limits.

On a monthly basis, the credit card statements and supporting original documentation/receipts must be reviewed and approved by Director of Operations.

On a monthly basis, the Director of Operations' credit card statements and supporting original documentation/receipts must be reviewed and approved by the Treasurer and Governing Council President.

On a quarterly basis, the credit card statements and supporting original documentation/receipts must be reviewed by the Treasurer and President of the Governing Council.

The purpose of the review is to ensure items charged to the credit cards:

- Meet all Council Policies and Procedures
- Meet all District Policies and Procedures
- Are in line with the approved budget
- Are adequately supported by original receipts and explanations for expenditures

### **POLICY HISTORY**

Original: proposed to the GC on October 28, 2015.

Adopted: November 18, 2015.