

Provo City School District
Policy Series 6000 Finances and Operations

Policy No. 6211

Purchasing Card / P-Card Policy

Purpose

The purpose of this program is to provide a timely payment method for emergencies and incidentals and to reduce the resources needed to manage small purchasing transactions.

Overview

The Provo City School District provides the Purchasing Card/P-Card program to approved employees as an alternative method for making payment for purchases. The card will simplify the payment process and reduce overall cost. The P-Card program is intended to aide with emergency based needs, and is not to be used simply as a matter of convenience.

All cards are issued at the request of a department/program supervisor or director. Cards will be issued only upon approval by the director overseeing the employee's assigned program, and completion of brief training from the P-Card Administrator. **Only the person whose name appears on the card is authorized to use it. Administrators may allow administrative assistants to use their cards as outlined in procedure 6211 P1.**

Record keeping will be essential to ensure the success of the P-Card. Card usage may be audited and /or rescinded at any time. Monthly reconciliations shall be provided to the P-card administrator each month. Transaction, daily, or monthly limits will be established based on purchasing authority.

Legal References:

[Utah State Code 63G-6a](#)

Synopsis:

Utah Procurement Code

Approved by Board of Education:

February 10, 2015