

# Chicago Public Schools Policy Manual

**Title:** PROCUREMENT CARD

**Section:** 401.22

**Board Report:** 11-0928-PO1

**Date Adopted:** September 28, 2011

## Policy:

### THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Chicago Board of Education ("the Board") amend Board Report 10-0324-PO2, Procurement Card Policy.

**PURPOSE:** This policy establishes requirements applicable to all Board members, officers, employees and all other persons to whom procurement cards are issued. The policy requires the uniform use and management of purchases made using procurement cards, identify controls and limitations for such purchases and establish that personnel actions may be taken in response to fraudulent, personal, or otherwise inappropriate use of the cards. The September 2011 amendments are intended to align this policy with the policy adopted by the City of Chicago by eliminating school and network procurement cards and significantly reducing Central Office cards.

### POLICY TEXT:

#### I. Procurement Card Purchases

Where as expenditures for goods and services are normally made using purchase orders or employee expense reimbursements, procurement card purchasing functions were established to allow Board members and approved CPS personnel to use a Point of Sale charge card for small transactions, emergency purchases and travel and recruitment related expenses that do not go through the I-Procurement process. In addition to accommodating emergency purchases the procurement process provides reduced transaction costs to the CPS and expedited payments to vendors in that, similar to a personal credit card, once the merchant reconciles the transaction with the bank the merchant will be paid.

#### II. Use of Procurement Cards

Purchase of goods and services using CPS-issued individual procurement cards shall be made and conducted in compliance with the following limitations and controls:

1. Consistent with the recommendations made by the City of Chicago, no procurement cards will be available at the network or school level. No more than a total of five (5) procurement cards will be authorized for use district-wide.
2. No procurement cards will be issued to staff of Central Office without written approval of the Chief Executive Officer and the Chief Administrative Officer. No procurement cards will be issued to staff of the Board's administrative office or Board members without the written approval of the President of the Board. No procurement card will be issued to the Board President unless approved by the Board.
3. Federal Grant Funds will not be accessible through procurement card purchases including but not limited to the following:
  - 220 - IDEA
  - 324 - Federal Grants
  - 332 - Title I
  - 334 - Neglected and Delinquent
  - 336 - Title V
  - 353 - Title II
  - 354 - Title IID
  - 356 - Title III
  - 358 - Title IV

- 362 - Head Start
  - 364 - Reading First
  - 367 - SOS
  - 369 - Perkins
4. The Chief Administrative Officer shall have further authority to limit procurement card access to specific funds and to establish review, approval and back-up documentation requirements as well as accounting processes applicable to all cardholder transactions.
  5. Procurement card purchases will be limited to small transactions and emergency purposes with the exception that procurement cards can also be used for reasonable and necessary central and area office travel and recruitment related expenses.
  6. Procurement card transactions by authorized Central Office employees will be limited to \$5,000 per month per card.
  7. The purchase of goods (biddable items) from a single vendor by a single unit shall not exceed \$10,000 per year unless otherwise approved by Board authority.
  8. Card holders shall ensure that funds are available prior to initiating transactions. Procurement card purchases can only be initiated using budget lines that have available funds. All card holders shall reconcile their transactions on a timely basis. Procurement card transactions of Board members and staff of the Board's administrative office, if any, must be reported monthly to the Board in a report to be prepared by the Secretary to the Board.
  9. The card holder manual issued by the Chief Administrative Officer shall establish requirements to ensure that an appropriate segregation of duties is maintained between procurement card users, approvers and reviewers.
  10. Transactions will be made in accordance with all Board Rules, including but not limited to Chapter VII. Board Rules concerning Procurement and Contract Rules.
  11. Transactions will be made in accordance with all Board policies, including but not limited to the Board's Policy on Reimbursement for Work Related Expenses. Procurement cards shall not be used to purchase any item or service that is not reimbursable under the Board's Policy on Reimbursement for Work Related Expenses, including, but not limited to, the purchase of alcoholic beverages.
  12. All appropriate Central Office personnel will be required to attend procurement card training.
  13. In addition to the use restrictions noted in Section II.11. above, procurement cards shall not be used for any other prohibited items set out in the card holder manual issued by the Chief Administrative Officer.
  14. Use of a procurement card for personal purchases or any other purchases unrelated to Board business is strictly prohibited.

### **III. Authorization to Establish Procedures, Manuals and Compliance Reviews:**

The Chief Administrative Officer shall issue procedures and manuals for the effective implementation of the requirements and control measures set out in this Policy. Procurement card purchases and related accounting practices are subject to annual review or audit as directed by the Chief Administrative Officer.

### **IV. Violations**

Failure to comply with this policy or related procedures and manuals or CPS' financial and operational policies will result in revocation of the use of the card. Procurement card holders or other employees found using the card in violation of this policy, procedures or manuals including, but not limited to uses for fraudulent, personal, or otherwise inappropriate purposes will be subject to discipline up to and including dismissal, pursuant to the Board's Employee Discipline and Due Process Policy. Such cases may also

be referred to the Office of the Inspector General or to appropriate law enforcement authorities for other legal action. Offices that expend grant funds in a manner resulting in potential or actual questioned costs will be required to identify alternative funding.

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**Amends/Rescinds:** Amends 10-0324-PO2, 09-0722-PO4  
**Cross References:**  
**Legal References:**