

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Board Policy Manual
<b>Section</b>	Chapter 4 Business and Fiscal Affairs
<b>Title</b>	BP 4190 Procurement Cards
<b>Number</b>	BP 4190
<b>Status</b>	Active
<b>Legal</b>	Chávez Huerta K-12 Preparatory Academy Board of Directors
<b>Adopted</b>	March 14, 2017
<b>Last Reviewed</b>	January 26, 2017

The Procurement Card program is intended to streamline and simplify the Purchasing and Accounts Payable process within Chavez/Huerta K-12 Preparatory Academy (CHPA). Additionally, the Procurement Card Program will simplify the process of purchasing at the school/departmental level. It is expected that procurement cards will reduce transaction costs, facilitate timely purchases of materials and supplies, automate the data flow for accounting purposes and allow for flexible controls to assist and insure proper usage.

The procurement card may be utilized as a tool for reducing petty cash, reducing check requests, and reducing the paperwork involved in small dollar purchase orders. The procurement card is to be utilized as an additional purchasing tool and not as an alternative to existing purchasing laws, rules and procedures.

It is important that the cardholder remember that he/she is committing CHPA funds each time the card is utilized. The cardholder will be responsible for the use and security of the card issued to him/her. Use of procurement cards not authorized by CHPA policies and procedures may be considered a misappropriation of CHPA funds. Intentional misuse of the card may result in immediate termination of procurement card privileges and/or disciplinary action including possible termination of the employee. Disciplinary and/or legal action may be invoked at the option of CHPA.

The card will be issued in the name of the individual and CHPA, but will have no impact on the individual's personal credit. The individual's personal credit will not be checked if he/she is issued a procurement card. The card is actually issued to CHPA and CHPA is responsible for payment of costs incurred through use of the card.

The Procurement Card can be used for purchases of supplies and materials and travel expenses for school related travel. The Procurement Card may be used to facilitate conference attendance

and travel related expenses, with an approved Travel Request form. Equipment purchases are not allowed unless authorized in advance by the Executive Director or designee. **THE PROCUREMENT CARD IS NOT TO BE USED FOR PERSONAL TRANSACTIONS.**

**Last Revised**            January 26, 2017

See Administrative Procedure 4190 Procurement Cards