**District Credit Card Usage**

The Board recognizes the need for limited use of credit or procurement cards (PCards) to support the efficient operation of the District. At the same time, the use of any PCard requires a system of checks and balances to assure that proper accountability at the user level and the district level are established and maintained. The use of a PCard is a privilege. PCards shall be used for official school business only and do not replace purchase orders.

The Superintendent and Finance Department shall establish and maintain for the District procedures covering a complete and auditable PCard usage program to make small purchases, travel arrangements and purchase goods if a Purchase Order has been approved. Contracts with credit card providers shall be limited to the bank or banks with which the State of New Mexico has contracted to provide (PCards) to state agencies and other governmental entities including school districts.

A written record of all cards issued, to whom, for what purpose, the amount of available credit on the card, shall be recorded by the Executive Director of Finance or designee. The available credit line for any card issued under this policy shall not exceed $5,000.00 for goods, materials, supplies and non-capital equipment and $2,500 for approved contract services.

The PCard may be issued to designated employees that have completed the required training and have signed a cardholder agreement, which shall include an agreement that charges made on the PCard may be deducted from the employee’s compensation unless the purchase is for a school-related purpose authorized under this policy and the employee has submitted signed receipts, obtained a purchase order and such other documentation as the Executive Director of Finance may require prior to the PCard bill being presented to the Accounts Payable Manager for payment.

The card is the property of RRPS, and is to be used for RRPS business purchases only. **Personal purchases are strictly prohibited.**

Any violations for unapproved or unauthorized purchases or failure to provide original receipts or other acceptable documentation recognized as supporting documentation by the IRS will result in an employee’s RRPS PCard privileges being revoked. Disciplinary action, up to and including termination, may be taken in the event such a violation does occur.

Employees issued PCards are responsible for the protection and custody of the District PCard. Only the person whose name appears on the PCard is permitted to use the card. An employee shall immediately report any theft, loss, damage or destruction of a PCard to the Finance Department.

Upon termination of employment with RRPS for any reason, an employee shall immediately surrender the PCard to the Finance Department or its designee.
The Superintendent and Finance Department Executive Director shall include in the administrative procedures sound accounting principles implementing this policy, including timely monthly reconciliations of the PCard statement by an individual other than the individual to whom the PCard is issued.

REF: Policies 520, 5265, 541

Rio Rancho Public Schools
Adopted: April 15, 2013