



POLICY NO. 3810

PURCHASING CARD PROGRAM

The School Board of Broward County, Florida's Purchasing Card ("P-Card") Program is designed to support efficiency in processing small dollar purchases in alignment with best business practices and in accordance with the procedures for control and use as outlined in the Purchasing Card Manual issued by the school district administration. The Purchasing Card shall not be used to circumvent the general purchasing procedures established by state law, Florida Board of Education rules, and School Board policy. The only person entitled to use the P-Card is the person whose name appears on the face of the card. The P-Card may not be lent to another person for any reason. Misuse of the P-Card shall result in disciplinary actions up to and including, without limitation, P-Card revocation, employee termination, employee suspension, criminal charges, and legal prosecution.

Use of the P-Card does not relieve the P-Cardholder from complying with federal, state, and local laws, rules, regulations, or School Board policies and procedures as prescribed in Policy 3800, Purchasing Policy.

Each P-Card has a declining balance and is allocated a specific amount of funds based on the budget as prescribed by School Board Policy 3203 and assigned by school district and school-based management. Each P-Card's balance decreases with each purchase until all allocated funds have been utilized at which point the P-card will not process additional transactions unless a request for an additional allocation of funds has been submitted and approved.

Cardholders are encouraged to utilize District certified, local vendors for purchasing items not on an existing bid. A directory of certified businesses is available on the Economic Development and Diversity Compliance website.

RULES

I. Eligibility for P-Card Issuance

A purchasing cardholder must be a permanent employee of The School Board of Broward County, Florida. The P-Cardholder must annually complete and submit the P-Card cardholder application. The P-Cardholder's supervisor at the principal, director, or department head level ("P-Card Approver") must annually approve the P-Cardholder's application; and the approved P-Cardholder must annually complete P-Card training.

II. Spending Controls

All cardholder profiles are assigned appropriate spending control limits, and the following are designed to minimize risk:

1. Declining balance;
2. Credit limit as assigned;
3. Single transaction limit as assigned;
4. Cash withdrawal prohibited; and
5. Prohibited personal use of p-card

III. Allowable Purchases

The P-Card shall never be used for personal items or services, nor for the personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other loyalty or affinity program rewards permitted under any circumstances. A detailed list of allowable purchases and prohibited purchases will be specified by the school district administration in the Purchasing Card Manual. Misuse of the P-Card shall be subject to the immediate payment of all improper charges by the P-Cardholder and revocation of P-Card privileges.

The P-Card may be used to purchase goods at the supplier's site, by telephone, fax, or a secured internet website. The P-Card can be used for travel related expenses once preapproved by the P-Card Approver and be accompanied by an approved Temporary Duty Authorization (TDA) and in accordance with Policy 3400, Per Diem and Traveling Expenses for Board Members, Board Employees and Other Authorized Individuals, Policy 3401, Professional Travel Funds – Internal Accounts and Business Practice Bulletin A-435, Travel Reimbursement Procedure. Only the following purchases are authorized utilizing the P-Card for travel:

1. Registration – Attendee registration fees for conferences, workshops, seminars, conventions, etc.
2. Airfare – Airfare is restricted to coach airfare and only for school district business related purposes.
3. Standard hotel rooms – Upgrades and additional charges are prohibited.
4. Rental cars are generally restricted to an appropriate size.

IV. Lost or Stolen P-Cards

If a P-Card is lost or stolen, the P-Cardholder must immediately report the loss or theft to the P-Card Coordinator via email and complete a P-Card Personnel Change Form to document the incident. The P-Cardholder must immediately notify the P-Card Approver regarding any lost or stolen P-Card.

V. State Sales Tax on Purchases

The school district is exempt from the payment of sales tax on all purchases within the State of Florida. Each P-card is imprinted with the school district's sales tax exemption number. It is the P-Cardholder's responsibility to inform a vendor that a transaction will

be tax exempt prior to the vendor processing the sale.

VI. P-Card Users

A school district employee, with the approval of the P-Card Approver, may be assigned a P-Card after completing the relevant training and application procedures including appropriate-use P-Card standards. By signing the cardholder application, each P-Cardholder shall acknowledge the employee's obligation to reimburse The School Board for any misuse of the P-Card and that violating those P-Card standards and procedures shall result in a loss of P-Card privileges, disciplinary action, up to and including the employee's termination, personal responsibility for any and all inappropriate charges, including, without limitation, any finance charges and interest assessed in connection with the purchase, and/or the employee's possible referral to law enforcement authorities for prosecution. Allowing someone other than the named P-Cardholder to use the P-Card is strictly prohibited. The P-Cardholder will:

- Safeguard the P-card and its purchasing card number;
- Immediately report any lost, stolen, or compromised P-Card (1) to the issuing bank, (2) to the P-Card Approver, and (3) to the P-Card Coordinator. The P-Cardholder will complete a Personnel Change Form to document the incident.
- Request authorization from the P-Card Approver prior to making purchases.
- Ensure with the P-Cardholder's supervisor at the principal or department head level that the P-Card has sufficient allocated funds for any proposed purchases, or the transaction will be declined.
- Inform the vendor of tax-exempt status prior to processing a transaction and supply the vendor with a tax-exempt certificate if one is required for the transaction.
- Receive and inspect all commodities received and verify all services rendered.
- Ensure that commodities are only shipped to a school site or school district department address.
- Report any transaction discrepancies or disputes to the P-Card Approver and to the P-Card Coordinator within sixty (60) calendar days from the date of purchase.
- Review and verify all charges on a monthly basis and submit receipts along with the reconciled statement to the P-Card Approver.

VII. P-Card Approvers

Each P-Card cardholder application must be approved by the applicant's principal, director, or department head. P-Card applications of a principal, director, or department head must be approved by their supervisor. In the case of the Superintendent, the Chair of The School Board will serve as the approver of a cardholder application, and in the case of the School Board Members, the Superintendent will serve as the approver of a cardholder application. The P-Card Approvers will:

- Ensure that each transaction is for an allowable school district need;

- Maintain original receipts and monthly statements as required by the Purchasing Card Manual;
- Verify P-Card budget allocation availability and submit any appropriate requests for increases in funds allocated to a particular P-Card;
- Review, reconcile, and approve the monthly P-cardholder's statement and submit a copy of the statement to the Card P-Coordinator by the 15th of each month;
- Notify the issuing bank and the P-Card Coordinator of any lost or stolen P-card, or any fraudulent or disputed P-Card account activity;
- Evaluate whether circumstances warrant the cancellation of a P-card.
- Promptly inform the P-Card Coordinator in writing of any personnel changes or incidents;
- Ensure that allocations for each P-Card transaction are appropriate and accurate, including but not limited to fund, general ledger (GL) accounts, functional areas, business areas, storage location, and any other criteria required for proper allocations in the school district's Enterprise Resource Planning system(s).
- Document all disputed transactions via email and phone call to the bank and to the Procurement & Warehousing Services department.
- Assist in handling disputed transactions that are not in compliance with P-Card standards and procedures and require the P-Cardholder to either promptly obtain a refund or reimburse the school district for any noncompliant expenditure of funds.
- Promptly report instances of P-Card misuse and/or abuse to the P-Card Coordinator.

A P-Cardholder's failure to promptly report P-Card misuse and/or abuse will result in disciplinary action against the employee, as specified in applicable School Board policies. In addition, the P-Card Approver shall have personal responsibility for any and all inappropriate P-Card charges that were made with the P-Card Approver's prior knowledge, including, without limitation, any finance charges and interest assessed in connection with the inappropriate P-Card purchase.

VIII. Purchasing Limits

Purchases of commodities or services in excess of fifty thousand dollars (\$50,000.00) require a competitive solicitation or an exceptional purchase through an exemption from competitive solicitation under Section 6A-1.012, Florida Administrative Code, and School Board Policy 3800, and shall not be made using a P-Card. A P-Card's credit limit must not exceed the purchasing authority of the P-Card Approver per School Board Policy 3800. P-Card transactions that reduce a single purchase into several small purchases to circumvent applicable purchasing rules will be considered as P-Card misuse and subject the P-Cardholder to discipline.

IX. Exceptions to Single Transaction Purchasing Limits

Exceptions to the single transaction limit can be adjusted to make the P-Card available for use in emergency situations only if the Superintendent declares an emergency in writing. Other exceptions include utilities as overseen by the Environmental Health Safety Department and field trips not utilizing funds from the general fund and in

compliance with applicable school district policies.

Policy Custodian: Procurement and Warehousing Services

Policy Status: *Adopted*

Authority: Sections 120.52(6), 120.54, 120.81(1)(a), 215.322, 1001.32(2), 1001.41 (1) and (2), 1001.42(29), 1001.43(2), and 1010.04(2), Florida Statutes; Section 6A-1.012, FARC.

History Adopted 11/13/24