

**Internal Policies and Procedures
of the
Utah State Board of Education**

Policy #:	06-17
Subject:	Purchasing Cards
Date:	June 28, 2022
Policy Owner:	Director of Purchasing and Contracts
Policy Officer:	Deputy Superintendent of Operations
References:	
<ul style="list-style-type: none"> • Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code • Utah Administrative Code Title R33 • Utah Administrative Code Title R277-122 	

I. **PURPOSE:**

To establish the procedures regarding the approval, tracking, and payment process of monthly purchase card transactions.

II. **POLICY:**

Purchasing cards should only be used for authorized and approved transactions, with appropriate supporting documentation.

III. **PROCEDURES:**

1. Purchasing cards are NOT to be used as a means of avoiding procurement through a standard procurement process; purchasing cards are a payment method that has been approved once a purchase requisition has been approved by Purchasing.
2. Purchasing cards for non-purchasing staff should only be used for the approved purposes, such as travel.
3. Purchasing cards for purchasing agents shall only be used within their delegated authorities, or as authorized by the Director of Purchasing.

4. Directors of USBE employees with purchasing cards shall return the purchasing card to the site coordinator within 48 business hours of termination of the employee.
5. USBE employees with purchasing cards are required to complete purchasing card training on a biannual basis.
6. Purchasing card holders shall attach individual invoices, the approved Purchase Requisition Form for each transaction, quotes, and other evidence of compliance with the procurement code and rule as backup documentation for each transaction that appears on a monthly purchasing card statement.
 - a. Purchasing card holders shall verify statement accuracy and include a signature.
7. Purchasing card holders shall provide a direct supervisor with the monthly purchasing card statement and all individual transaction invoices for review and approval.
8. The original purchasing card statement and individual transaction invoices are submitted to the site coordinator (at USBE, the Director of Purchasing) for final processing and payment.
 - a. The original purchasing card statement and individual transaction invoice detail are filed and kept on record.
 - b. Records must be maintained per State of Utah record retention requirement, which is six years.

IV. **HISTORY:**

The effective date of this policy was January 19, 2018. On June 28, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.