Agenda of Procurement Cards Ad Hoc

The Board of Trustees
Montgomery County IU

A Procurement Cards Ad Hoc of the Board of Trustees of Montgomery County IU will be held Thursday, October 8, 2026, beginning at 7:00 PM Virtual via Zoom.

1. **Meeting Opening**
   1.a. Call to Order
   1.b. Roll Call
   Description:
   The members of the Procurement Card Ad Hoc Committee
   Dr. Wendy Bailey (Upper Dublin) - Chair
   Alexandra Wissler (Souderton)
   Sharon Hale-Mauch (Norristown Area)
   Lamar Hayes (MCIU Administrative Liaison)
2. **Announcements**
   2.a. Recording of Meeting
3. **Discussion**
4. **Persons Desiring to Be Heard**
5. **Adjournment**

Berks County Intermediate Unit
an educational service agency

BOARD POLICY

625 Procurement/Credit Cards

POLICY NUMBER	ADOPTED	REVISED	VERSION
625	5/15/1997	6/20/2013	v1
DOCUMENT STATUS	**PRINTED**		
ACTIVE	9/15/2026		

Authority

The Board approves the use of procurement/credit cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.[1]

The Board shall approve the list of employees authorized to use Intermediate Unit procurement/credit cards.

The Board shall purchase adequate insurance coverage for procurement/credit card misuse.

Definition

Procurement/credit card - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases, and where a charge card is the only acceptable method of payment.

Delegation of Responsibility

A list of authorized users of procurement/credit cards shall be maintained in the Business Office and shall include employees in designated positions.

All use of procurement/credit cards shall be supervised and monitored on a regular basis by the Chief Financial Officer, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.

Proper accounting procedures for the use of procurement/credit cards shall be developed, distributed, implemented, and monitored by the Chief Financial Officer.

An employee authorized to use a procurement/credit card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual unless authorized by the Chief Financial Officer or his/her designee.

Guidelines

Each employee using an Intermediate Unit procurement/credit card shall sign a card usage agreement and receive training on applicable policies and procedures.

Procurement/credit cards shall be used only for authorized Intermediate Unit purchases and shall not be used for personal purchases. The Intermediate Unit retains the authority to revoke any procurement/credit card used for unauthorized or personal purposes.

Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy. **[2]**

The established procedure for processing purchases by employees using procurement/credit cards shall be as follows:

1. Employee deals directly with the vendor to obtain product/pricing information.
2. Employee obtains verbal and/or written approval (expense voucher) from both the supervisor and fiscal manager prior to purchase.
3. Employee forwards original receipt(s) to the Business Office for invoice reconciliation.
4. Business Office verifies the expense voucher with the consolidated invoice for payment.

Procurement/credit cards shall not be used to circumvent the required bidding process.[3][4] **[5]** **[6]**

Legal Footnotes

[1] 24 P.S. 510
LEGAL REFERENCE

[2] Pol. 317
POLICY REFERENCE

[3] 24 P.S. 751
LEGAL REFERENCE

[4] 24 P.S. 807.1
LEGAL REFERENCE

[5] Pol. 610
POLICY REFERENCE

[6] Pol. 611
POLICY REFERENCE

Legal References

No additional references listed.

Bucks County Intermediate Unit

BOARD POLICY

6175 Procurement Cards

POLICY NUMBER	ADOPTED	REVISED	VERSION
6175	7/19/2011	9/17/2013	v1
DOCUMENT STATUS	**PRINTED**		
ACTIVE	9/15/2026		

Authority

The Board approves the use of procurement cards for permissible purchases by designated employees as well as designated independent contractors (i.e. drivers, custodians, etc.) to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.

The Board shall annually approve the list of employees and independent contractors authorized to use Intermediate Unit procurement cards.

The Board shall purchase adequate insurance coverage for procurement card misuse.

Definition

Procurement Card – Credit Card - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.

Delegation of Responsibility

A list of authorized users of procurement cards shall be maintained in the business office and shall include employees and independent contractors in designated positions.

All use of procurement cards shall be supervised and monitored on a regular basis by the Business Administrator (or his/her designees) who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.

Proper accounting measures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Business Administrator in coordination with the Director of Financial Services and the Director of Purchasing.

An employee or independent contractor authorized to use a procurement card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.

Guidelines

Each employee and each independent contractor using an Intermediate Unit procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.

Procurement cards shall be used only for authorized Intermediate Unit purchases and shall not be used for personal purchases. The Intermediate Unit retains the authority to revoke any procurement card used for unauthorized or personal purposes.

Violations of this policy by an employee or independent contractor shall result in disciplinary action, in accordance with Board policy.

The following list includes, but is not limited to, items authorized for purchase, without obtaining bids or quotes, by authorized employees and independent contractors using procurement cards:

- Stationery, office supplies
- Minor repair items
- Computer parts and accessories
- Food for use in curriculum
- Supplies necessary for use in educational programs
- Conference travel

Under no circumstances is alcohol to be purchased with the procurement cards nor are the cards to be used for entertainment purposes (such as retirement luncheons, dinner parties, receptions and similar events).

Procurement cards shall not be used to circumvent the required bidding process. Purchases over the limit established by School Code (or through the mandate waiver process) shall require the use of a purchase order in accordance with established Board policy and procedures.

Procurement cards shall not be used for purchases that could be anticipated at the beginning of the school year and would circumvent the required bidding process.

References:
School Code – 24 P.S. Sec. 751, 807.1, 964

Legal References

No additional references listed.

Capital Area Intermediate Unit

BOARD POLICY

625 Procurement Cards

POLICY NUMBER	ADOPTED	REVISED	VERSION
625	8/26/2010	6/26/2025	v1
DOCUMENT STATUS	**PRINTED**		
ACTIVE	9/15/2026		

Authority

The Board approves the use of procurement cards for permissible and/or services to be purchased for the official use of the Capital Area Intermediate Unit by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The administration will establish safeguards to prevent misuse of such cards.

The Supervisor will authorize the use of procurement cards.

Definition

Procurement card - a corporate charge card designed to reduce the cost and administrative burden of small-dollar purchases.

Delegation of Responsibility

A list of authorized users of procurement cards shall be maintained by the business office.

All use of procurement cards shall be supervised and monitored on a regular basis by the Director of Business and Operations or designee, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.

Proper accounting measures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Director of Business and Operations or designee.

An employee authorized to use a procurement card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.

Guidelines

Each employee using a procurement card shall sign a usage agreement in addition to receiving and acknowledging a procurement card manual further explaining applicable policies and procedures.

Procurement cards shall be used only for authorized CAIU purchases and shall not be used for personal purchases, even under the circumstance in which the employee intends to reimburse the Intermediate Unit for those charges, or other use that is contrary to laws, regulations or internal policies. The CAIU retains the authority to revoke any procurement card used for unauthorized or personal purposes, change of assignment or location, or for any other reason. The procurement card is not an entitlement nor reflective of a title or position.

Procurement cards shall not be used to circumvent the required bidding process.[1][2] **[3] [4]**

Legal Footnotes

[1] **24 P.S. 751**
LEGAL REFERENCE

[2] **24 P.S. 807.1**
LEGAL REFERENCE

[3] **Pol. 610**
POLICY REFERENCE

[4] **Pol. 611**
POLICY REFERENCE

Legal References

No additional references listed.

Copied from Chester County IU Policy Website – September 15, 2026

Book

CCIU Board Policy Manual

Section

600 Finances

Title

Procurement Cards

Code

625

Status

Active

Adopted

March 16, 2011

Last Revised

September 21, 2022

Prior Revised Dates

7/20/16

Authority

The Board approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce the utilization of purchase orders, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.

The Board shall purchase adequate insurance coverage for procurement card misuse.

Definition

Procurement card - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.

Delegation of Responsibility

The Executive Director and/or designee shall approve employees authorized to use Intermediate Unit procurement cards. The Executive Director and/or designee shall be responsible for developing, distributing and implementing procedures governing their use to safeguard against misuse.

A list of authorized users of procurement cards shall be maintained in the business office and shall include employees in designated positions.

An employee authorized to use a procurement card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.

Guidelines

Each employee using an Intermediate Unit procurement card shall sign a card usage agreement and receive training on applicable policies and procedures. A list of authorized users of procurement cards shall be maintained in the Business Office and shall include employees in designated positions.

Procurement cards shall be used only for authorized Intermediate Unit purchases and shall not be used for personal purchases. An employee authorized to use a procurement card shall maintain adequate security of the card while it is in their possession, and shall not allow unauthorized users to use the procurement card. The Intermediate Unit shall maintain adequate insurance coverage to ensure limited legal liability from procurement card misuse.

Procurement cards shall be used only for specifically authorized district purchases, within specified transaction limits, and shall not be used for personal and/or entertainment expenses. Travel expenses shall be limited to approved limits for the employee only. The district retains the authority to revoke any procurement card used for unauthorized or personal purposes.

The Intermediate Unit retains the authority to revoke any procurement card used for unauthorized or personal purposes.

Violations of this Policy by an employee shall result in disciplinary action, in accordance with Board Policy.[1]

Procurement cards shall not be used to circumvent the required bidding process. Purchases over $4,000.00 shall require the use of a purchase order in accordance with established Board Policy and procedures.[2][3][4][5]

Procurement cards shall not be used for purchases that could be anticipated at the beginning of the school year and would circumvent the required bidding process.[2][3][4][5]

Use of Incentives/Reward Points

Bonus points, cash back, frequent flyer mileage, discount coupons, savings bonds, extended warranties or other incentives shall remain the property of the Intermediate Unit and will not be available for personal use.

All accumulated premiums/incentives will be maintained in a central account and will be treated as cash, subject to all normal legal, Policy and procedural guidelines in their expenditure.

Legal

1. Pol. 317

2. 24 P.S. 751

3. 24 P.S. 807.1

4. Pol. 610

5. Pol. 611

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BOARD POLICY

625 Purchase Cards and Store Purchase Cards

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
625	6/26/2024	v1	ACTIVE

PRINTED
9/15/2026

Authority

The Board approves the use of purchase cards and store purchase cards for permissible purchases consistent with approved budgets, to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payments. The Board directs the administration to establish safeguards to assign cards to designated employees and prevent misuse of such cards.

Definitions

Purchase card - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases and support the effectiveness, efficiency, and security of larger-dollar purchases when digital payment is appropriate, and the purchase is consistent with approved budgets, IU13 procurement practices, and administrative guidelines.

Store purchase card – a gift card specific to a store (i.e., Walmart) designed to reduce the cost and bureaucracy of small-dollar purchases for classroom incentives and supply items that are consistent with approved budgets, IU13 procurement practices, and administrative guidelines.

Delegation of Responsibility

A list of authorized users of purchase cards and store purchase cards shall be maintained in the Business Office and shall include employee name, position title, approved vendor/vendor category, and purchasing limits/card amount.

All use of purchase cards and store purchase cards shall be supervised and monitored on a regular basis by the Chief Financial Officer (CFO) and designees in the Procurement and Compliance Offices who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose and compliance with all procurement laws, regulations, guidelines, and IU13 administrative procedures.

Proper accounting procedures for the use of purchase cards and store purchase cards shall be developed, distributed, implemented, and monitored by the Chief Financial Officer (CFO) and designees in the Procurement and Compliance Offices.

An employee authorized to use a purchase card or store purchase card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.

Guidelines

Each employee using an Intermediate Unit purchase card or store purchase card shall sign a card usage agreement and receive training on applicable policies and procedures. Purchase cards and store purchase cards shall be used only for authorized Intermediate Unit purchases and shall not be used for personal purchases. The Intermediate Unit retains the authority to revoke any purchase card or store purchase card used for unauthorized or personal purposes.

Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy. [1]

Purchase cards or store purchase cards shall not be used to circumvent the required bidding process or other applicable procurement requirements. [2][3] [4] [5]

Legal Footnotes

[1] Pol. 317
POLICY REFERENCE

[2] 24 P.S. 751
LEGAL REFERENCE

[3] 24 P.S. 807.1
LEGAL REFERENCE

[4] Pol. 610
POLICY REFERENCE

[5] Pol. 611
POLICY REFERENCE

Legal References

No additional references listed.

Lincoln Intermediate Unit 12
— An Educational Service Agency —

BOARD POLICY

625 Procurement Cards

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
625	4/2/2019	v1	ACTIVE

PRINTED
9/15/2026

Purpose

The Board approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish and enforce safeguards to prevent misuse of such cards.[1]

Authority

The Board shall authorize the Director of Finance or designee to establish controls and procedures for proper use, approve the list of employees authorized to use, and establish the limits for Intermediate Unit procurement cards.

The Board shall ensure that adequate insurance coverage for procurement card misuse is in place at all times either through the procurement card provider or a commercial insurance provider or both.

Definition

Procurement card - a corporate charge card designed to reduce the cost and increase the efficiency of Intermediate Unit purchases.

Delegation of Responsibility

A list of authorized users of procurement cards shall be maintained in the business office.

All use of procurement cards shall be supervised and monitored on a regular basis by the Director of Finance or designee, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose and guidelines developed by the Intermediate Unit.

Proper internal controls, accounting measures and guidelines for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Director of Finance or designee.

Each administrator shall be responsible for ensuring that this policy, administrative regulations and procedures regarding procurement cards are followed by all employees under their supervision.

An employee authorized to use a procurement card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by unauthorized individual.

Guidelines

Each employee using an Intermediate Unit procurement card shall sign a prescribed card usage agreement on applicable policies and procedures.

Procurement cards shall be used only for authorized Intermediate Unit purchases and shall not be used for personal purchases. Complete documentation for all purchases shall be attached to the p-card statement by the cardholder, prior to payment. The Director of Finance retains the authority to revoke any procurement card used for unauthorized purchases or personal purposes.

Violations of this policy, administrative regulations and procedures by an employee may result in disciplinary action, in accordance with Board policy. [2]

The procedures for processing purchases by employees using procurement cards shall be developed by the Director of Finance or designee.

Purchases by an individual employee on his/her assigned procurement card shall not exceed the limits in the guidelines established by the Director of Finance or designee or be from unauthorized vendors.

Procurement cards shall not be used to circumvent the required quotation or bidding processes. Guidelines for procurement cards shall establish a maximum transaction amount for purchases, and transactions over the limit shall require the use of a purchase order in accordance with established Board policy and procedures. An employee shall not use multiple cards at the same time to circumvent the limits of a specific procurement card.[3][4] [5] [6]

Procurement card transactions are subject to scrutiny and criticism; therefore, it is expected that employees who use them act in a manner of the highest ethical standards. A high ethical standard of conduct results in a reputation above any suspicion of questionable activity for both the Intermediate Unit and employees involved in purchasing by the use of procurement cards. It is the expectation that all policies and administrative regulations regarding procurement cards and purchasing will be followed. Violations of this policy, administrative regulations and procedures by an employee may result in disciplinary action in accordance with Board policy, and/or restrictions placed on the procurement card, or suspension of the procurement card from further use. [2]

Legal Footnotes

[1] 24 P.S. 914-A
LEGAL REFERENCE

[2] Pol. 317
POLICY REFERENCE

[3] 24 P.S. 751
LEGAL REFERENCE

[4] 24 P.S. 807.1
LEGAL REFERENCE

[5] Pol. 610
POLICY REFERENCE

[6] Pol. 611
POLICY REFERENCE

Legal References

No additional references listed.

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

BOARD POLICY

625 Procurement Cards

POLICY NUMBER	ADOPTED	LAST REVIEWED	VERSION
625	9/25/2019	6/24/2026	v1
DOCUMENT STATUS	**PRINTED**		
ACTIVE	9/15/2026		

Purpose

The Board recognizes the need to provide an efficient and cost effective, decentralized method for purchasing goods, services, and other items for Intermediate Unit business purposes only.

Authority

The Board approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.

The Executive Director, or designee, shall approve the list of employees authorized to use Intermediate Unit procurement cards.

The Executive Director, or designee, shall ensure adequate insurance coverage for procurement card misuse is in place at all times either through the procurement card provider or a commercial insurance provider or both.

Definition

Procurement Card - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.

Delegation of Responsibility

A list of authorized users of procurement cards shall be maintained in the Business Office and shall include employees in designated positions.

All use of procurement cards shall be supervised and monitored on a regular basis by the Director of Business Services, or designee, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.

Proper accounting procedures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Director of Business Services, or designee.

An employee authorized to use a procurement card shall maintain adequate security of the card while it is in their possession. Under no circumstances may the card be used by another individual.

Each administrator shall be responsible for ensuring that this policy, administrative regulations and procedures regarding procurement cards are followed by all employees under their supervision.

Guidelines

Each employee using an Intermediate Unit procurement card shall sign a card usage agreement and receive notice of all applicable policies and procedures.

Procurement cards shall be used only for authorized Intermediate Unit purchases and shall not be used for personal purchases. The Intermediate Unit retains the authority to revoke any procurement card used for unauthorized or personal purposes.

Violations of this policy by an employee may result in disciplinary action.

Any charge that cannot be substantiated shall be the personal responsibility of the individual employee.

The procedures for processing purchases by employees using procurement cards shall be established in the guidelines developed by the Director of Business Services, or designee.

Purchases on his/her assigned procurement card by an individual employee shall not exceed the limits in the guidelines established by the Director of Business Services, or designee, or be from unauthorized vendors.

Procurement cards shall not be used to circumvent the required bidding process. The guidelines for the procurement cards shall establish a maximum transaction amount for purchases.

Transactions over the limit shall require the use of purchase orders in accordance with established Board policy and procedure.

References

School Code – 24 P.S. Sec. 751, 807.1

Legal References

No additional references listed.