



Authority Policy 2004

PROCUREMENT CARDS

Related References: Authority Procedure 2004 – Procurement Cards

Effective Date: December 1, 2021

Revisions:

Reviewed:

1. General:

- 1.1. It is the policy of the KidsAbility School Authority (KASA) that Procurement Cards (referred to as P-Cards), be used solely for the purpose of KASA business. The policy that follows outlines the roles and responsibilities of staff and their supervisors for the use of Procurement Cards.

2. Procurement Cards:

- 2.1. The procurement of goods and services using P-Cards will be subject to all applicable policies, procedures, directives, card agreements and limits as established by the KASA.
- 2.2. P-Cards shall be used by the individual (named) to whom the card is issued and may not be transferred or used by any other party. Control and custody of the P-Card is the responsibility of the KASA approved cardholder.
- 2.3. For a P-Card balance to be paid, statements must have the appropriate authorization and approval(s).
- 2.4. All expenditures incurred on a P-Card must be reasonable, transparent, and relevant to the business activity of the P-Card holder and be within approved limits.
- 2.5. The KASA assumes no obligation to pay expenses incurred on the P-Card that do not comply with policies, procedures, directives and agreements.