

# Procedures for Procurement Cards

The following procedure describes the process for proper use and reconciliation of a Park District provided procurement card.

## **Procurement Cards**

Staff that are issued District procurement cards must follow the following use requirements:

- Products or services purchased must be for Park District purchases and must not be for personal use.
- Improper purchases (those of personal nature) must be reported to a direct supervisor immediately along with payment for the item. A misuse report must also be filled out by the supervisor and put in the employee's file.
- As a tax exempt entity, the Park District does not have to pay sales tax on purchases. It is the employee's responsibility to ensure that he/she is not paying tax.
- All purchases over an employee's spending authority must be approved in advance by their supervisor. This includes all purchases for cards issued to seasonal staff.
- Lost/stolen cards must be reported immediately to the Finance Manager.

## **Procurement Card Reconciliation**

At the end of each billing cycle (normally around the 19th of each month), staff are responsible for reconciling their statements and attaching all invoices/receipts and purchase orders to their statements. These statements are to be signed by the employee as well as their direct supervisor. Statements missing information (including receipts) will be returned to the employee for completion.