

San Diego Unified School District
Purchase Card Revocation Policies
(excerpts from Purchase Card Policies and Procedures manual)
September 2010

Revocation Policy

Policies and procedures outlined in this manual are mandatory for all cardholders and approvers. Violations of policies will result in immediate and permanent revocation of cardholder and/or approver privileges.

- **Any prohibited purchase**, as listed under "Unauthorized Purchases".
- **Splitting the cost of a purchase** to circumvent the single, daily or monthly transaction limits
- **Failure to sign and immediately return** cardholder/approver agreement to the Fiscal Control Department.
- **Failure to reconcile** the online cardholder statement by the monthly due date
- **Failure to approve** the online cardholder statement(s) by the monthly due date
- **Failure to retain** original, itemized receipts for a period of 5 fiscal years

Misuse of the card or failure to comply with the above guidelines for authorized purchases under the purchase card program may result in cancellation of your card or approver privileges, disciplinary action or possible termination of employment.

Prohibited Purchases

Unauthorized Purchases include:

- **Advertising of any kind** – Advertising and public notices must be requested via an ePro requisition
- **Airfare, Lodging, Registration Fees** or any travel related expenses are prohibited. Requests for prepayment directly to vendors for certain travel expenses are processed through the Accounts Payable department via a branch head approved online travel authorization form. Please see administrative procedure 7155 at the sandi.net website for guidelines related to employee travel. Violations of procedure will result in immediate and permanent revocation of cardholder privileges.
- **Items for personal use of staff or students**, such as gifts, gift cards, flowers, etc. See administrative procedure 2518 for guidelines on proper purchases of awards or rewards for students and documentation requirements. Violations of procedure will result in immediate and permanent revocation of cardholder privileges.

Note: Any item purchased as a gift or reward for a staff member or anyone else who is not a student constitutes a gift of public funds and is strictly prohibited.

- **ASB, PTA or any outside foundation purchases.** These are separate entities and no purchases between the District and outside entities may be commingled.
- **Medications of any kind**
- **Gift cards for any purpose** – gift cards are strictly prohibited and may not be purchased in lieu of physical office, instructional or any other type of supplies in order to spend down budgets that may be expiring or for any other reason. All district purchases must be for tangible merchandise, must be itemized on invoices or receipts and accounted for at the school or department where they were received.
- **Custodial supplies** - are to be ordered exclusively through the direct connect ePro requisition process from Waxie.
- **Equipment Items** – These are items that cost more than \$500 each including sales/use tax and shipping. Please see administrative procedure 2400, page 2 for description of equipment.
- **Leases or rental of any kind** - such as property, postage meters, meeting rooms, chairs for events, props or scripts for plays, car rental, etc.
- **Any single transaction exceeding cardholder's single transaction limit** as established and approved by the Program Administrator. Splitting the purchase of a high cost item in order for it to be accepted by the VISA system will result in immediate and permanent revocation of cardholder privileges.
- **Use of the card by anyone other than the authorized cardholder** - this includes any management employee to whom the cardholder reports.
- **Cash advances**
- **Memberships of any kind** - Individual memberships are prohibited. Institutional and Organizational memberships may be purchased via ePro requisition only.

- **Licenses of any kind** – this does not mean software licenses. Software licenses are acceptable.
- **Services or Labor of any kind**, including repair or installation. This restriction is due to Internal Revenue Service and Franchise Tax Board regulations.

As with any district purchase, the card is not to be used for any product, or with any merchant, considered to be an inappropriate use of district funds.

Note: Any purchase of a prohibited item will result in immediate and permanent revocation of cardholder privileges.