

## Purchasing Goods and Services

### Procurement Cards Usage and Responsibility

#### Definition

1. Procurement Card (P-Card)

The P-Card account is a separate account established by board authorization for use by individuals at schools, district offices or departments in making small or emergency purchases. All procurements are the property of the school district. Personal charges and usage of the P-1e



4. Procurement Cardholder Responsibility

a. P-Card Use and Management

The P-Cardholder accepts full responsibility for the use of the card once activated. The P-Card is strictly for School District No. 38 (Richmond) business. No personal use of the P-Card is allowed.

The P-Card can be used to make any purchases within the acceptable limits of the card.

The P-Card is prohibited from being used for:

- f. Fraudulent Card Use  
If the financial institution, P-Cardholder or P-Card Program Administrator