

Purchasing Card Program Code of Conduct

Purchases: Purchasing card purchases should be made so that the District gains the maximum overall value and quality for each purchase.

Purchasing Card Agreement: The issuance of the Purchasing Card is strictly prohibited prior to receipt of this signed agreement from the employee.

Personal Use of Purchasing Card: Only authorized business purchases may be completed with the purchasing card and any personal purchases are strictly prohibited.

Purchasing Card Security: The Purchasing Card is the property of the District and as such should be retained in a secure location.

Authorization: Only the employee to whom the card is issued is authorized to use it. Permitting another employee to use your Purchasing Card is strictly prohibited.

Bidding and Solicitation: Purchasing Card purchases assume the same policies for bidding and solicitation as all other purchases. See District Policies and Procedures No. 672.1

District Policies and Procedures: Cardholder must adhere to all applicable District policies and procedures as they relate to the Purchasing Card Program.

Documentation: All purchases using the Purchasing Card Program must be properly documented and retained. Any altered or forged documentation is strictly prohibited.

Purchase Restrictions: The purchases using the unauthorized products, services, or commodities as identified in District Policies and Procedures is strictly prohibited.

Purchase Limits: All dollar values purchase limit will be adhered to under the Purchasing Card Program. Any splitting to transactions to avoid authorized limits is strictly prohibited.

Ordering: Emailing Purchasing Cards information is prohibited.

Shipping: All orders being placed must to be shipped to a MCAPSD location

As a recipient of a Middleton-Cross Plains Area School District Purchasing Card, I understand the responsibility for the protection and proper use of the card as detailed in the District Administrative Policies and Procedures, and the Purchase Card Procedure Manual.

By signing below, I agree that:

1. I have received, read and understand District Policy and Procedure "Purchasing Card Program" No. 673.1 and the Purchasing Card Manual.
2. I also acknowledge that other District Policies and Procedures apply to purchases made to the issued Purchasing Card, and I acknowledge reading and understanding these as well.
3. I have read and understand the Purchasing Card Program Code of Conduct, and all of the information on this page.
4. I understand that non-compliance with the policies and procedures outlined in any applicable District Administrative Policies the cardholder's privileges and/or other appropriate disciplinary action may be taken: which could include termination of employment.
5. I will report any suspicious or unauthorized transactions immediately to the Financial Specialist.
6. I have received training on the use of my Purchasing Card, including but not limited to; how to access and review transactions in Skyward, what documentation to retain for purchases, how to re-allocate transactions account codes, and who to contact regarding questions or concerns relating to my Purchasing Card.

Employee Signature _____ Date _____

Print Name _____