

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-3313

SMALL PURCHASES MADE WITH PROCUREMENT CARDS

I. Authorized Use

A. School principals and department heads are authorized and encouraged to use procurement cards to directly purchase instructional or work-related supplies and materials which have a cost not exceeding the limit set in the Purchasing Card Policy and Procedures ~~Manual~~, section 4.5.4. ~~which are not available in District inventory or in the District catalog.~~ The Chief Financial Officer, or designee, may authorize one-time limit increases for ~~p~~Procurement ~~c~~Cards which are used for specialized purposes such as multiple conference registrations and travel expenses. Emergency purchases may be processed by the Purchasing ~~d~~Department on behalf of schools and other departments.

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II. Uses Not Authorized

A. Procurement ~~c~~Cards may not be used to purchase any of the following:

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~~1. Items that are available in the District catalog (e.g. materials, furniture, and supply items).~~

~~2. Items stocked in the District warehouse.~~

1. ~~3.~~ Technology items Computers, network equipment, software, and major peripherals; for example, servers, desktops, laptops, Chromebooks, tablets, printers, and projectors that require mounting, and other equipment that are available in the District catalog.

2. ~~4.~~ Items for social events/school parties, food, and beverages except as allowed in Regulation 3317.

3. ~~5.~~ Construction services and those services requiring an Internal Revenue Service (IRS) Form 1099-MISC, as outlined in the Purchasing Card Policy and Procedures Manual, section 4.4.1 (g).

4. ~~6.~~ Personal purchases.

5. ~~7.~~ Cash advances.

6. ~~8.~~ Gift cards.

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7. 9. Other items as defined in the Procurement Card Policy and Procedures Manual.

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B. Purchases made with by the pProcurement cCard from a single supplier may not exceed the set limit, except as indicated in I above, for each transaction. Any attempt to circumvent the intent of this limitation may cause revocation of the pProcurement cCard and disciplinary action. Circumvention includes, but is not limited to, initiating multiple transactions to cover purchases over the single transaction limit or dating transactions to cover purchases in excess of the single transaction limit.

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III. Employees expending District funds are responsible for complying with all legal requirements and District purchasing regulations. Use of the pProcurement cCard is an expenditure action governed by these requirements and regulations and a privilege which may be revoked for inappropriate use. An employee who makes unauthorized purchases or carelessly uses the pProcurement cCard may be liable to the Clark County School District for the total dollar amount of unauthorized purchases made in connection with the misuse or negligence. The employee may also be subject to disciplinary action under the Nevada Revised Statutes (NRS) and appropriate negotiated agreement and be subject to civil and/or criminal penalties as outlined in the Nevada Revised Statutes.

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IV. The Business and Finance ~~Division~~ Unit is responsible for developing and implementing procedures for processing pProcurement cCard transactions.

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Legal Reference: NRS Chapter 332 Purchasing: Local Governments
Review Responsibility: Business and ~~Finance Division~~ Unit
Adopted: [3321.1:9/9/65]
Revised: 3324:3/26/81; 9/24/81; 8/27/87; 8/8/89; 8/14/90;
5/8/97
Pol. Gov. Review: 3313:6/28/01
Revised: 5/10/12; 1/8/15