

### **Credit Cards/Procurement Cards (P-cards)**

The Executive Director of Finance and Business Services will maintain an inventory of all District credit cards/P-cards.

Credit cards will only be issued in the name of the school district and will be numbered for control purposes. District credit cards may only be used for valid District expenditures.

A numbered P-card will be issued in the name of the school district and controlled by the Business Office. All purchases with the district P-card labeled "DUBUQUE CSD" will be reviewed monthly by a member of the Board of Education. All other P-cards will be issued in the name of the employee and numbered for control purposes. P-cards may only be used for valid District expenditures. Employees must sign the Individual Procurement Card Use Agreement and Statement of Authority indicating they have read and understand the Procurement Card Program Policy and Procedures Manual and their immediate supervisor must complete and sign the P-Card Supervisor Request and Acknowledgement Form prior to receiving a P-card. Supervisors must also review and sign each monthly statement for their employees.

Adopted: February 11, 1991  
Revised: December 8, 2014  
Revised: May 14, 2018