

## **Operational Services**

### **Use of Credit and Procurement Cards**

The Executive Director and employees designated by the Executive Director are authorized to use SASED credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on SASED's behalf. Credit and procurement cards shall only be used for those expenses that are for SASED's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in SASED's best interests.

The Executive Director or designee shall manage the use of SASED credit and procurement cards by employees. It is the Board of Control's responsibility, through the audit and approval process, to determine whether SASED credit and procurement card use by the Executive Director is appropriate.

In addition to the other limitations contained in this and other Board of Control policies, SASED credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board of Control or SASED or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Executive Director or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. The Executive Director or designee must approve the use of a SASED credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board of Control policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
4. The consequences for unauthorized purchases include, but are not limited to, reimbursing SASED for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
5. All cardholders must sign a statement affirming that they are familiar with this policy.
6. The Executive Director shall implement a process whereby all purchases using a SASED credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
7. Cardholders must submit the original, itemized receipt to document all purchases.
8. No individual may use a SASED credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board of Control policy.
9. The Executive Director or designee shall account for any financial or materials reward or rebate offered by the company or institution issuing the SASED credit or procurement card and ensure that it is used for SASED's benefit.

LEGAL REF.: 105 ILCS 5/10-20.21.  
23 Ill.Admin.Code §100.70(d).

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Student Activity and Fiduciary Funds), 5:60 Expenses

ADOPTED: April 22, 2009

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