Bellingham School District 501

6212F-4

Procurement Card Controls Assessment

Building/Department _____ # Cards _____

As the administrator and card custodian in charge of the procurement cards, you are aware that:	Admin. Initials	Card Custodian Initials
All administrators, cardholders, and procurement card users must review and sign a "Procurement Card User Agreement" form.		
A copy of the procedures will be provided to all cardholders and procurement card users.		
All procurement cards at your building location must be signed.		
Procurement cards must be kept in a secure or locked location. If there are multiple users, a sign out log must be maintained.		
Original receipts are to be turned in to the cardholder or card custodian after each purchase. Original receipts must be used for reconciliation.		
The receipts are to be reviewed for appropriateness and approved by the cardholder on a weekly basis.		
Monthly budget status reports from the business office are to be matched to the procurement card transaction reports.		
Original records are retained at the building or department location for six (6) years in an orderly manner. In the seventh year **records must be shredded** for disposal.		
Cardholder, Card Custodian, and/or Card User must notify the **Bank** and the **Business Office** immediately if: (1) a card is lost, (2) an assigned employee is transferred or leaves, or (3) a card is misused.		
I have received and take responsibility for ____ procurement cards.		
The ____ procurement cards in my possession have been signed.		

Cardholder's Name (print)	Card Custodian's Name (print)	Business & Finance Manager (print)
Cardholder's Signature	Card Custodian's Signature	Business & Finance Manager Signature
Date	Date	Date