

**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 <b><u>records must be shredded</u></b> for disposal.		
Cardholder, Card Custodian, and/or Card User must notify the <b>Bank</b> and the <b>Business Office</b> 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