

Principal Purchase Approval Process and Guidelines for Purchasing Cards

Recommendations for Principals with a purchasing card

- It is no longer recommended for principals to have a card. This takes the purchase approvals out of the school to the director's office

Recommendations for Approving transactions within your school

- Pursuant to the Financial Manual, purchasing cards are for micro-purchases under \$500 which would have been a non-catalog request in the MCPS Business Hub
- Any books or materials for instruction must be approved by the curriculum approver prior to purchase (keep this documentation in the audit file)
- MCPS Business Hub should be the first option in most cases. Amazon purchases are not recommended. If purchasing from Amazon, the cardholder must provide a copy of the completed order invoice with the Statement of Account Landscape
- Only the account owner/principal/school business administrator should approve staff transactions. The cardholders should present the Statement of Account Landscape Report with receipts to the principal by the fifth of each month. The principal has until the 10th to review and approve
- Any type of equipment (including technology) or furniture purchase is prohibited
- Items which are available in the MCPS Business Hub are also prohibited, regardless of funding source or cost. MCPS has entered into contracts with the vendors in the Hub and we are required to use those vendors through the contract term
- Gift card and restaurant purchases are prohibited on all accounts

Additional Information

- The primary cardholder for each location should be the administrative secretary at the elementary level, financial specialist or school business administrator at the secondary location, and fiscal staff member at the central office location
- The Division of Controller will conduct monthly random desk reviews of purchases at all locations
- Yearly certifications will be required at the beginning of each fiscal year
- Online training for approvers and cardholders should be recertified every two years
- Locations without updated training, if notified, or have not completed the review and approval process in a timely manner may have all cards at the location temporarily suspended until the requirements have been met
- At the central office level, all water cooler refill accounts should be paid for on the purchasing card
- Purchasing card limits should not exceed \$500 per transaction/\$1,500 per month