

PROCUREMENT CARD GUIDELINES

1. **The Procurement Card is for business only:**
 - No personal purchase shall be made with card
 - Misuse of the card may result in revocation of the card or disciplinary actions, including termination of employment

2. **The Procurement Card shall not be used to obtain cash advances.**

3. **The Procurement Card shall be used in accordance with established purchasing regulations:**
 - Purchase of supplies and materials shall not exceed \$500.00 per order, **except for ISA- using Card #1, which is established with a higher single purchase rate of \$2,500.00.**
 - Price quotes are encouraged whenever possible
 - Existing contracts and bids must be used

4. **Tax Exemption:** CMCSS tax-exempt status is printed on the front of each card.
 - CMCSS is exempt from sales tax for goods purchased in Tennessee or delivered to Tennessee
 - The only exception would be in the event items purchased are being used to resale or for a fundraising activity, sales tax must be paid on those items
 - The Accounting Supervisor/School Coordinator shall be responsible for recovering sales tax paid on exempt purchases

5. **The Procurement Card may only be used to pay for materials and supplies from School Board Fund Accounts (excluding the Capital Projects Fund) and Individual School Activity (ISA) accounts.**

6. **Any exceptions to the guidelines listed above must be requested in writing and pre-approved by the Chief Financial Officer.**