

Operational Services

Use of Credit and Procurement Cards

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

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

In addition to the other limitations contained in this and other Board policies, Cooperative 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 or Cooperative or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Director or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. Each cardholder, other than the Director, may charge no more than \$500 in a single purchase and no more than \$1000 within a given month without prior authorization from the Director.
4. The Director or designee must approve the use of a Cooperative credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the Cooperative for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Director shall implement a process whereby all purchases using a Cooperative credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases within a reasonable period of time (to be determined by the Director or designee), but no later than 30 days after they were incurred. All charges in excess of properly-documented Cooperative expenses must be repaid to the Cooperative or adequately accounted for within 120 days after they were incurred.
9. No individual may use a Cooperative credit or procurement card to make purchases in a manner contrary to State or federal law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, Article 33E of the Criminal Code (720 ILCS 5/33E-1 et seq.), the Illinois Constitution's prohibition on the use of public funds for private purposes (Ill.Const. Art. VIII § 1), the official misconduct statute in the Criminal

Code (720 ILCS 5/33-3), federal criminal prohibitions against wire fraud and theft of government funds (18 U.S.C. 666. 1343), the expense reimbursement provisions of the Internal Revenue Code and Treasury Regulations, or any Board policy.

10. The Director or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the Cooperative credit or procurement card and shall ensure that it is used for the Cooperative's benefit.

LEGAL REF.: 105 ILCS 5/10-20.21.
23 Ill.Admin.Code §100.70(d).
720 ILCS 5/33E-1 et seq.
720 ILCS 5/33-3.
Ill. Const. Art. VIII § 1.
18 U.S.C. 666. 1343
Internal Revenue Code §§ 62.132, 162, 274 and related Treasury Regulations.

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

ADOPTED: December 10, 2014