

**PURCHASING CARD REQUIREMENTS**  
**ALPINE SCHOOL DISTRICT**

1. If a school chooses to participate in the purchasing card program the CTE Coordinator is responsible for developing a system of accountability and receipt management at the school.
2. The finance Secretary/CTE Coordinator is responsible to maintain an ongoing list of all expenditures on the purchasing card for each instructor.
3. When using the purchasing card for "Materials and Supplies", each purchase with the same vendor that exceeds \$200 will require prior approval from the Special Program Accountant and/or the district CTE Director.
4. When using the purchasing card for "Equipment", all purchases will require prior approval from the Special Program Accountant and/or the district CTE Director.
5. NO RESALE ITEMS MAY BE PURCHASED WITH THE PURCHASING CARD UNDER ANY CIRCUMSTANCES (i.e. safety glasses, gloves, tape measures, lumber, metal, etc.)
6. No cell phones, pagers, or monthly charges for phones and/or pagers may be paid for with the charge card.
7. Periodic random audits will be completed by the Special Program Accountant for Career and Technical Education.
8. The School CTE Coordinator will ultimately be held responsible for all use of charge cards on Career and Technical Education, Tech Prep, and Comprehensive Guidance accounts at the school. It is not required that you utilize the purchasing card program and by agreeing to do so you accept the responsibility.
9. Once the decision is made to participate, notify the district CTE Director prior to the inservice with the instructors.
10. If you choose to participate in the purchasing card program you need to contact the person in your building responsible for the purchasing cards and arrange for an inservice with your CTE Instructors.

I understand the above listed rules and regulations and agree to supervise the use of the cards by the Career and Technical Education instructors in my building.

\_\_\_\_\_  
CTE Coordinator

\_\_\_\_\_  
School

\_\_\_\_\_  
Date