



Oak Brook Park District
Administrative Policies and Procedures

4.11 PROCUREMENT CARD POLICY

OVERVIEW

The Oak Brook Park District Procurement Card Program (P Card) with The Private Bank is established to provide an efficient, cost-effective method of making purchases for the Park District.

The P Card is issued with specific spending limits assigned to designated individuals at the District. Eligibility to retain and use a P Card is subject to approval by the Executive Director. Cards may be issued to most full time and some part time personnel at the written request of the appropriate superintendent or department manager, and upon approval by the Executive Director.

The P Card program is reconciled monthly by the Finance Department to ensure the P Card procedures are followed. The Finance Department is responsible for administering the P Card's purchasing dollar limits. The Executive Director or the individual's superintendent or department manager will provide written authorization to the Finance Department when changes are to be made to an individual employee's spending limit, subject to approval by the Executive Director.

CONDITIONS OF USE

- 1) The P Card is to be used by only the person listed on the card, or their designated administrative assistant.
- 2) The cardholder will ensure the safe custody of the P Card at all times. When not in use, the P Card may be kept in a secure drawer in their desk or in their wallet.
- 3) The P Card is to be used for only Oak Brook Park District business related expenditures. The cardholder may place an order with a supplier: a) In person; b) by phone or fax; c) by mail; or d) via the internet only when the site has been deemed secure.
- 4) If the P Card is used for a personal expense in error, the employee must notify the CFO as soon as possible and shall reimburse the District promptly.
- 5) Examples of inappropriate uses for the P Card include, but are not limited to the following:
 - a. Personal expenses
 - b. Personal Identification Numbers (PINs) are not issued such that Cash Advances are not acceptable.
 - c. Alcoholic beverages
 - d. Airline tickets and hotel reservations, unless attending a conference with prior authorization from the Executive Director
 - e. Multiple charges to manipulate the purchase limits
 - f. Any purchases not related to Park District business



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- 6) The cardholder will ensure sufficient budget funds are available to cover purchases. The cardholder will follow the guidelines of the District's Purchasing Policy (4.12), and Contracts – Policy for the Review, Approval and Execution of Contracts (4.4)
- 7) The Park District is exempt from paying taxes on its purchases. It is the cardholder's responsibility to ensure that the merchant does not charge sales tax on the purchase.
- 8) The cardholder will download their statement each month and create a purchase order with a line for every charge or credit on their statement. The purchase order "Item Description" field shall include the name of the location, i.e. Target, Hobby Lobby, Fed Ex, conference name, and include the transaction description. The Purchase Order Number should be written on the statement, then a copy of the statement along with all receipts shall be sent to the Finance Manager for reconciliation and processing.
- 9) The cardholder will immediately report lost, stolen or damaged cards or any fraudulent transactions to the Chief Financial Officer, in addition to contacting Customer Service at the CIBC Bank (886-552-8855) to report lost, stolen or damaged cards immediately. A P Card found after it has been reported lost or stolen must be destroyed by cutting it in half.
- 10) In the event of a disputed charge, the cardholder should try to resolve the dispute directly with the merchant. If the dispute cannot be resolved, the cardholder should immediately contact the Chief Finance Officer. The nature of the dispute and the final resolution of the dispute must be documented by the cardholder.
- 11) Failure to comply with these conditions of use will result in the termination of the issued P Card and the cardholder may be subject to disciplinary action up to and including termination of employment. In addition, a cardholder found to have fraudulently used the P Card is personally liable for any fraudulent charges and shall be required to reimburse the Park District for such charges.
- 12) The P Card is the property of Oak Brook Park District. Upon resignation, termination or retirement, the card must be surrendered to the Chief Financial Officer or Finance Manager, at which time the card will be cancelled.

Approved by Board of Commissioners May 14, 2007, April 19, 2021, June 20, 2022

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