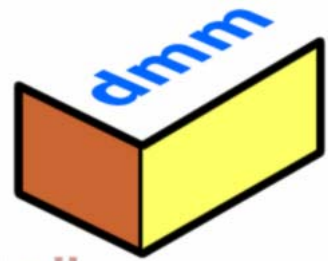


Department of

# Materials Management



--"We Provide"

## Purchasing Card

Montgomery County Public Schools (MCPS) instituted the use of the Purchasing Card to streamline the process involved with making low-dollar purchases.

The attached MCPS Purchasing Card User Guide, distributed to user training participants, is for your review.

Even though everything in the guide is important, the areas of most significance are highlighted below.

### Approving Official Definition (Page 2)

☆ The Approving Official is a person in authority who will be responsible for the card activities of a certain number of subordinate Cardmembers.

### Approving Official Responsibilities (Page 3)

- ☆ Reviews the monthly summary report to ensure purchases are made in accordance with MCPS purchasing policy.
- ☆ Approves and retains Cardmember monthly statements and transaction logs.

### Procedures (Pages 5-9)

- ☆ Ensures that funds are available to pay for items being purchased.
- ☆ Initiates cancellation of the Cardmember account in the event that the Cardmember is transferred to another location or employment is terminated.
- ☆ When needed, expedites cancellation of the Cardmember account by immediately contacting the Program Administrator.
- ☆ Collects the card when the Cardmember is departing (example: summer, location change, transfer).
- ☆ Initiates permanent or temporary changes in allowable transaction or monthly expenditure limits to a Cardmember's account.
- ☆ Issues a new card and/or account number changes by completing the Approving Official Acknowledgement form and forwards it to the Program Administrator.

Please contact the MCPS Purchasing Card Program Administrator in the Division of Controller, at 301-279-3115, if you have questions.