

AUTHORIZATION OF PROCUREMENT AND CREDIT CARD USE

The School Board authorizes the use of procurement and credit cards for approved travel expenses and for the purchase of goods and services on behalf of the Alexandria City Public Schools up to a limit set by the Chief [of Financial Officer Services](#) or designee. Procurement and credit cards shall be used for official school business only.

The Superintendent shall develop regulations and procedures for the issuance and use of procurement and credit cards. These regulations shall ensure that purchases are for official Alexandria City Public Schools business, establish procedures to monitor procurement and credit card use, and hold credit card users accountable for any misuse. All procurement and credit card expenditures, including travel, must comply with ACPS, Virginia, and applicable federal regulations and guidelines.

Adopted: June 19, 2003
Amended: June 18, 2009
Amended: December 3, 2015

[Amended:](#)

[Legal Refs:](#) [Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq.; 22.1-68.](#)

[Cross Refs.:](#) DGB-R Alexandria City Public Schools Procurement and Credit Card Regulations

[DJ](#) [Small Purchasing](#)

[DJA](#) [Purchasing Authority](#)

[DJA-R](#) [Procurement Manual](#)

[DLC](#) [Expense Reimbursements](#)

[DLC-R](#) [Business Meals and Travel Regulations and Procedures](#)