



LOCATION	
AMANA NORTH	✓
AMANA WEST	✓

STATUS	
DRAFT	✓
ADOPTED	

POLICY NAME	Purchasing Card (PCard) Policy			POLICY NO.	
EFFECTIVE DATE	March 28, 2026	DATE OF LAST REVISION	January 25, 2023	VERSION NO.	2.0
OWNER	Board Governance Committee Chair	CONTACT INFORMATION	info@amanaacademy.org		
APPLIES TO					
FACULTY	✓	BOARD		STUDENTS	
PARENTS		VISITORS		CONTRACTORS	
CATEGORY					
ACADEMIC		FINANCIAL	✓	OPERATIONAL	✓
REVIEW CYCLE					
QUARTERLY		BI-ANNUAL		ANNUAL	✓

LEGAL

Legal Ref: OCGA §16-9-37

POLICY DETAILS

Purpose:

The purpose of this policy is to provide school officials guidelines for the use and management of purchasing cards.

Policy Statement:

Amana Academy West Atlanta shall adhere to all guidelines set forth in the LUA manual regarding purchasing card use and management.

Process of Obtaining a Purchasing Card:

- The CFO will authorize personnel as cardholders via written approval & signed acceptance.
- All Purchasing card purchasing should be centralized in the business office.
- The Superintendent, the CFO, the Principal and the person in charge of procurement are eligible to be issued a purchasing card.
- If the CFO receives a purchasing card, this should be authorized in writing by the Finance Committee and include a signed acceptance.
- All transactions for the Purchasing Card are reconciled each month by the Accounting Manager

and reviewed and reported to the finance committee by the CFO via the monthly financials.

- Purchasing cards are not intended for purchases that can otherwise be paid for using corporate checks. Instead they are intended for vendors that do not accept corporate checks or purchase orders.
- Purchasing Cards should be used to make travel reservations, for emergency purchases, and in some cases POS purchases when the savings are substantial.

Guidelines for the use of Purchasing Cards:

- The Amana Purchasing Card cannot be used for cash advances, personal or non-business related purchases.
- The transaction limit for the Purchasing Card is \$2500. Any purchase greater than \$2500 must be approved in writing by the CFO.
- The Purchasing Card can be used for supplies, goods, services when a business check is not a possible means of payment.
- All entities should be tax-exempt. As such when using the purchasing card, the user should ensure that the vendor is provided with the tax-exempt forms and that, when possible, they are not charged state sales tax.
- The cardholder is responsible for ensuring the purchases are within budget and have been approved by the CFO through a purchase request.
- Receipts need to be turned in to the finance department no later than 72hrs after purchase.
- Any receipts for meals must clearly indicate the names of all persons attending the meal and the business purpose of the meeting.

Procedure:

- Once a purchase is made using the purchasing card, a receipt must be uploaded to the purchasing card system no later than 72 hours after purchase.
- The bookkeeper will reconcile receipts to statements, and enter transactions into the Accounting System.
- The Accounting Manager will review all purchases made and allocate each purchase to the correct chart of accounts.
- The CFO will review all purchases made via monthly financial review process. If any unauthorized transactions are uncovered at any point in this process, this should be brought to the attention of the CFO immediately.
- Any unauthorized transaction should be addressed with staff within 24 hours of finding and should follow HR policy.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION

RELATED DOCUMENTS AND OTHER REFERENCES

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ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for documents.

ROLE	RESPONSIBILITY
Executive Director	Update per SCSC Monitoring cycle and applicable laws.
Governance Committee Chair	Board adoption process

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0	Board	01/25/2023		Missy Rahman, Dir of Ops & CFO
2.0	Board	03/28/2026	Add purchase limit	Missy Rahman, Dir of Ops & CFO

ADDITIONAL NOTES

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