



PURCHASE CARD POLICY

This policy governs the use of purchase cards (P-cards) at Bonneville Academy to ensure proper financial controls, legal compliance, and accountability. It supports the school's adherence to USBE Rule R277-113 (LEA Fiscal and Internal Controls) and Utah Code §63G-6a (Utah Procurement Code).

Authorized Use

Purchase cards are to be used exclusively for authorized school-related business purchases. Cardholders must ensure that all transactions align with the approved school budget and follow appropriate procurement thresholds.

Prohibited Use

The following purchases are prohibited under this policy:

- Personal use
- Alcohol, tobacco, or controlled substances
- Cash advances or withdrawals
- Splitting transactions to avoid procurement limits
- Purchases not aligned with the school's mission or not pre-approved

Card Security and Responsibility

Cardholders are responsible for the physical and digital security of their assigned cards. Card numbers must not be shared or stored insecurely. Loss or theft of a card must be reported immediately to the issuing bank and the school's Director.

General Use Card

A general-use purchase card may be maintained in the front office and used only under the direction of the school Director. Staff using the card must submit detailed receipts and provide written documentation of authorization and purpose.

Receipts and Reconciliation

Itemized receipts must be submitted within five business days of the transaction. All receipts must include the date, vendor, item description, and total cost. The designated staff member will reconcile card statements each month and report discrepancies or misuse to the Director. Purchases must also be coded to the appropriate budget line.





BONNEVILLE ACADEMY

K-8 STEM School

Approved: 07/22/2025

Audits and Oversight

All card transactions are subject to review by the Director, Board of Directors, and external auditors. Failure to comply with this policy may result in disciplinary action, card revocation, and potential personal liability.

This policy supports compliance with USBE Rule R277-113 and Utah Code §63G-6a by outlining necessary internal controls for card-based purchasing.

Approved by the Board of Directors on: _____

Signature: _____
Chair, Bonneville Academy Board of Directors



800 W Montauk Lane
Stansbury Park, UT
www.bonnevilleacademy.org



info@bonnevilleacademy.org



(435)315-2080