

July 22, 2009

ADOPT A NEW PROCUREMENT CARD AND CORPORATE CREDIT CARD POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Chicago Board of Education ("the Board") adopt a new policy for using procurement card and corporate credit cards as a method of purchasing goods and services and establish limitations for the use of the cards to ensure accountability and that purchases are made in accordance with relevant Board rules and policies.

PURPOSE:

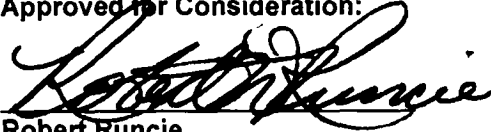
Establishes the policy for the use of procurement cards and corporate credit cards to ensure the uniform and consistent use of these cards.

- 358 - Title IV
- 362 - Head Start
- 364 - Reading First
- 367 - SOS
- 369 - Perkins

4. The Chief Financial Officer shall have further authority to limit procurement and corporate credit card access to specific funds.

5. Procurement card and corporate credit card purchases will be limited to small transactions and emergency purposes with the exception that corporate credit cards can also be used for reasonable and necessary central and area office travel and recruitment related expenses.

Approved for Consideration:



Robert Runcie
Chief Administrative Officer

Respectfully Submitted:



Ron Huberman
Chief Executive Officer

Noted:

Approved as to Legal Form:

[REDACTED]