



South Valley Preparatory School



“Home of the Aztecs”

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Procurement Card Use Policy

(Approved July 24, 2024)

South Valley Preparatory School’s Procurement Card (P-Card) program is designed to provide an efficient means of making routine purchases by reducing waiting time, allowing more purchasing responsibility and control, and streamlining the requisitioning, purchasing and payment process for specific transactions.

South Valley Preparatory School’s P-Card may be widely accepted Visa, Master Card, Discover, or American Express credit cards. These are "*corporate liability*" cards and are intended to be the primary method used for routine, authorized business purchases within the cardholder's delegated authority limits, including taxes and shipping. The P-Card program is meant to supplement purchasing mechanisms already in place, and is not intended as an overall replacement or as a means to circumvent purchasing guidelines, requirements, and policies and procedures specified in the school’s Finance Policy Procedures Manual.

Examples of allowable purchases

- Advertising
- Airfare and ground transportation — Must have an approved Travel Authorization Form before the purchase is made
- Books
- Conference Registration Fee/Seminar/Workshops-local event
- Conference/Seminar/Workshop Registration Fee/Seminar/Workshops-non-local event (outside 32 miles) — Must have an approved Travel Form before the purchase is made
- Field Trips Venue Admission: Check with location to ensure that they accept credit card
- Food during trips by staff and students – Trip must be preapproved by head administrator using appropriate forms
- Food related to activities with prior approval by the head administrator via purchase requisition process
- Fuel - Trip must be preapproved by head administrator using appropriate forms
- Lodging— Trip must be preapproved by head administrator using appropriate forms (*Note*: not to include incidentals).
- Newspaper or Instructional Related Subscriptions (e.g., Scholastic)
- Parking – Trip must be preapproved by head administrator using appropriate forms
- Professional Association Memberships (e.g., New Mexico Association of School Business Officials or NMASBO or ASCD formerly known as Association for Supervision and Curriculum Development)
- Supplies—Less than \$1,000 for total purchase

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- Exceptions on a case-by-case basis, approval by the head administrator

Examples of Non-Allowable – Do NOT use the P-Card for:

The list should not be considered all-inclusive but merely a guide for purchases that are not allowed.

- Animals
- Annual Fees on credit cards, interest, or finance charges
- Cash, cash advances or traveler's checks
- Compensation for employee personal service / Honorariums
- Donations
- Fines, late fees, penalties
- Gross receipts taxes on goods
- Items for personal gain or use
- Lobbying
- Multi-year service agreements or formal contracts
- Performers
- Prescription drugs/controlled substances including medical marijuana
- Professional services/consultants for which there must be a contract signed or services from an attorney
- Reimbursement for loss or damage to personal items

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