



What a purchasing card can do for you ...

- Reduced paperwork associated with purchasing processes.
- Potentially eliminates the need for petty cash funds and/or personal reimbursements.
- Streamlines the purchasing procedures for district employees.
- Accelerates payment to the supplier within 24 to 72 hours.
- Accepted by most retailers.
- Built-in limits and controls for management purposes.
- Powerful management tools.
- Reduces overall administrative costs to the school district.

Oklahoma Schools

Secure

Purchasing Card

Sponsored by:



Administered by:

Bankers CREDITCARD Service



For more information
www.okschoolcard.org
Bankers Credit Card Service
Ms. Tommie Wilson
800.593.1557 ext. 3030 or
call 405.528.3571

Oklahoma Schools

Secure

Purchasing Card

Flexible purchasing designed specifically for Oklahoma school districts by

The Oklahoma State School Boards Association

Cooperative Council for Oklahoma School Administration

Bankers Credit Card Service

BancFirst





Introducing the Oklahoma Schools Secure Purchasing Card

The Purchasing Card is a limited use Visa Card issued to a named individual with the Independent School District indicated as the buyer.

The Oklahoma Schools Secure Purchasing Card Program was designed to meet the specific purchasing requirements of Oklahoma School Districts. The Program is administered through Bankers Credit Card Service with BancFirst providing financial Service for the program.

The Secure Purchasing Card Program was implemented for Independent School Districts to delegate purchasing authority and to add convenience in acquiring approved commodities directly from suppliers that accept Visa.

The Purchasing Card can be distributed to faculty and staff to make purchases on behalf of the Independent School District.

Oklahoma Schools

Secure Purchasing Card

... a controlled purchasing tool with

- Card spending limits
 - individual card
 - single transaction
 - daily and monthly spending limits
- Merchant category codes
 - restricts purchases to specific vendor classes
- Comprehensive management reports
 - individual statements
 - controller statements
- Online information source
 - expense allocation
 - accounting and expense reports
 - statement notification
- Annual rebate provision for schools
- No personal guarantee required
- No board member or administrator guarantee required



The Secure Purchasing Card Program was implemented for independent school districts to delegate purchasing authority and to add convenience in acquiring approved commodities directly from suppliers that accept VISA. The purchasing card can be distributed to the faculty and staff to make purchases on behalf of the independent school district.

Implementation of the Secure Purchasing Card program has been carefully designed by your program sponsors to meet the special needs of schools districts. A BCCS representative will guide you through the following steps:

1. Board Authorization and Resolution
2. Designation of a Purchasing Card Coordinator
3. Complete the School District Secure Card Application
4. Complete the Secure Card Purchasing Parameters Worksheet
5. Program Introduction
6. Supervisory Level Training
7. Supervisor Complete Cardholder Application
8. Cardholder Complete Cardholder Agreement
9. Submit Cardholder Application & Agreement to BCCS

Issuance of a secure purchasing card is a privilege granted to the cardholder by the school district for documented business purposes. It is expected that the cardholder will conduct purchasing activities with professional judgment and the highest ethical behavior.