

NEW MEXICO SCHOOL FOR THE ARTS
HIGH SCHOOL

PURCHASING CARD POLICY

New Mexico School for the Arts (the “School”), is a New Mexico public, statewide, residential, state chartered high school for students with exceptional promise in the arts.

- The Governance Council may authorize the school to implement a purchasing card system. Authorized use is only for NMSA purposes and only by employees. The school shall identify the Purchasing Card Program Administrator, who is authorized to oversee the internal controls and implement procedures that adhere to the following policy.

Cardholder Eligibility

In order to receive a Purchasing Card, the following must apply:

- Applicant must be an employee of New Mexico School for the Arts (NMSA).
- Each cardholder must sign a Purchasing Card Agreement.
- Applications must be approved by the Purchasing Card Program Administrator and Head of School. The Governing Council must approve issuance of cards for Purchasing Card Program Administrator and Head of School.

Cardholder Liability

Failure to comply with the program guidelines will result in permanent revocation of the card, notification of the situation in personnel file, and further disciplinary measure that may include termination. Alcohol or personal purchases may be cause for immediate termination. Authorized Users exceeding limitations or who violate allowable uses may be held personally liable for the amounts charged.

Cardholder Account Closure

The Program Administrator is required to close an account if the cardholder terminates employment or for any of the following reason:

- The Purchasing Card is used for personal or unauthorized purposes.
- The Purchasing Card is used to purchase alcoholic beverages or any substance, material, or service, which violates The New Mexico School for the Arts’s policy, law or regulation pertaining to NMSA.
- The cardholder allows the card to be used by an unauthorized individual. The cardholder uses another cardholder’s card.
- The cardholder fails to provide receipts for all transactions.
- The cardholder fails to provide, when requested, information about any specific purchase.
- The cardholder accepts a cash refund in lieu of credit to the Purchasing Card account.
- The cardholder does not adhere to the NMSA’s Policies and Procedure’s Manual.
- The cardholder fails to account for charges on the card within fifteen days.

Unacceptable Purchasing Card Purchases

The following items are examples of purchases that are inappropriate for the purchasing card:

- Purchases over \$1,000, per item or in the aggregate

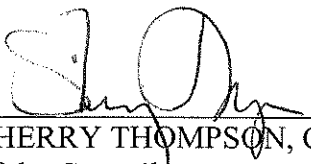
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- Payment of sales tax, except in relation to purchase of services
- Personal Transactions
- Massage Parlors
- Liquor Stores
- Escort Services
- Alcoholic Beverages
- Open Accounts for Hotel Room Incidentals (must use personal credit card)
- Gift Cards
- Meals while on travel (reimbursed through travel per-diem forms)
- Prepaid Purchases
- Donations
- Any illegal purpose
- The Purchasing Card cannot be used to pay consultants

This list is not intended to be all-inclusive. If you have specific questions, please consult with Purchasing Card Administrator and/or Business Office for assistance.

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ATTEST;



SHERRY THOMPSON, Chair
of the Council



PAULA TACKETT, Secretary
of the Council