

District Use of Credit Cards

The board of trustees may authorize the use of school district credit, charge and purchasing cards (referred to as “credit card” by designated employees to facilitate payment of travel and other expenditures that have been preauthorized. Such use is intended to facilitate convenience for the cardholder as well as expedite access to goods or services. The district’s business office is responsible at all times for managing the district’s credit card accounts and will track the assignment and distribution of all credit cards issued to the district, and reconcile the expenditures of each cardholder on a monthly basis.

The Business Manager will set the limits based historical on use patterns and projected needs.

In the event that the cardholder fails to provide documentation regarding a purchase(s) to the business office, or any misuse is suspected, the business manager shall immediately notify the superintendent.

RESPONSIBILITY OF CARDHOLDER

Any cardholder authorized to use a credit card is responsible for reading and complying with this policy at all times. The cardholder employee shall only use the credit card to make purchases consistent with board policy and authorization.

Cardholders are expressly prohibited from purchasing the following with the district’s credit card:

- Alcoholic beverages;
- Cash advances;
- Tips exceeding 20% of the total bill;
- Recreational/entertainment activities for employees where no business is conducted;
- Fuel for personal vehicles (without pre-approval);
- Illegal items;
- Personal items or services;
- Gifts or donations, cash awards or gift certificates and gift cards; **and**
- Items or services that the cardholder is not authorized to purchase by board policy.

The cardholder must obtain itemized receipts verifying each purchase (including vendor name and location, date and time of purchase, and items/services purchased) and provide such receipts to the business office within two (2) business days; however, we encourage immediate return of credit card and receipt(s). The cardholder shall be responsible to reimburse the district for any purchases not consistent with board policy or for which the cardholder has not provided the receipt, as well as any fees/charges associated with investigating the unauthorized purchase. The cardholder shall be responsible for the safeguarding of the credit card and the confidentiality of the information contained on and regarding the credit card while in the cardholder’s possession and/or responsibility.

The cardholder shall immediately (within 24 hours) report to the business office and cardholder's supervisor if the credit card is lost or stolen. The credit card shall be immediately returned to the business office or cardholder's supervisor upon request or upon termination of cardholder's employment relationship with the district. The cardholder shall not be authorized to give the credit card to anyone other than the relevant merchant as may be required.

DISCIPLINARY ACTION

Any cardholder who violates this policy shall immediately reimburse the district for any unauthorized purchases. In the event it is determined that the unauthorized purchase was an intentional violation of the policy, and/or the cardholder makes such an unauthorized purchase on more than one occasion, the superintendent may determine that the cardholder must return the credit card to the district, and revoke credit card privileges.

Violation of this policy by any cardholder may be grounds for disciplinary action, up to and including immediate termination from employment with the district.

Before credit cards are issued, the employee will be provided a copy of the district credit card agreement to sign. By signing the copy, employee acknowledges that he/she understands Procedure 6212P. The employee will turn in one copy of the signed policy to the Reardan-Edwall School District Business Manager before he/she is allowed access to a credit card.