

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 Card Holder or Card User 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 on use patterns and projected needs.

In the event that the Card Holder or Card User 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 Card Holder or Card User

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

Card Holders or Card Users are expressly prohibited from purchasing the following with the district’s credit card:

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

The Card Holder and Card User 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. Card Users who check out a shared card are generally expected to return the card within 24 hours to the Card Custodian.

Procedure: 6212P
Financial Planning & Management

Card Custodians may agree to an extended timeframe. The Card Holder or Card User shall be responsible to reimburse the district for any purchases not consistent with board policy or for which the Card Holder or Card User has not provided the receipt, as well as any fees/charges associated with investigating the unauthorized purchase. The Card Holder or Card User 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 Card Holder's or Card User's possession and/or responsibility.

The Card Holder's or Card User shall immediately (within 24 hours) report to the Business Office and Card Holder or Card User's supervisor if the credit card is lost or stolen. The credit card shall be immediately returned to the Business Office, or to the Card Holder's or Card User's supervisor upon request or upon termination of Card Holder's or Card User's employment relationship with the district. The Card User shall not be authorized to give the credit card to anyone other than the relevant merchant.

Disciplinary Action

Any Card Holder or Card User 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 Card Holder or Card User makes an unauthorized purchase on more than one occasion, the superintendent may determine that the Card Holder or Card User must return the credit card to the district, and revoke credit card privileges.

Violation of this policy by any Card Holder or Card User 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 the credit card use policy and procedure. The employee will turn in one copy of the signed Memorandum of Understanding – Use of Credit Cards Form 6212F to the Reardan-Edwall School District Business Manager before he/she is allowed access to a credit card.

Adoption Date:

School District Name: Reardan-Edwall School District No. 009

Classification:

Revised Date: 11.19