

Board Policy

Code No. 401.10R1

CREDIT CARD USE & PROCEDURES

The Superintendent and Director of Finance & Business Services are authorized to obtain credit cards in the District's name and are authorized to issue them on an as-needed basis to teachers, administrators, and school board members for school related and approved travel and/or purchases. The Director of Financial & Business Services is authorized to administer the credit card usage by employees.

Credit Card Limits & Users

The maximum line of credit on individual District credit cards shall not exceed \$10,000. A list of those individuals that have been granted permission to use a District credit card will be maintained in the business office. Credit card users must take proper care of the credit card(s) and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the business office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

Credit Card Use

All credit cards will be in the name of the School District. Credit cards may only be used for legitimate School District business expenditures. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Credit cards are to be used for the following:

- 1) On-line Purchases where a credit card is required.
- 2) Travel-related expenses: airline tickets, lodging (if P.O. is not accepted), vehicle rentals, fuel, oil and repairs (for school vehicles), taxi fare or shuttle transportation, meals (must be overnight trips and/or work related meetings), internet connection for school issued devices, and emergency items related to the purpose of the travel.
- 3) Workshop or conference registration (if P.O. is not accepted)
- 4) Others as deemed necessary by the Superintendent and/or Director of Finance and Business Services.

Any credits earned such as frequent flyer miles or other things of value received as a result of the use of the District's credit card will be the property of and solely for the benefit of the School District.

Individuals making purchases as outlined above are required to submit detailed receipts when returning the District credit card use.

District credit cards are PROHIBITED from being used for the following (list not all inclusive):

- Any personal purchases – if a personal item is inadvertently purchased on a District-issued credit card in violation of this policy, repayment by the employee must be made immediately.
- Cash advances/disbursements from financial institutions.
- GIFT CARDS from any establishment for any reason.
- Salary and monetary awards.
- Consultant and maintenance agreements (one-time emergency repairs are permissible).
- Purchases from sources that the cardholder has a financial interest.
- Gifts.
- Entertainment and alcoholic beverages at any type of establishment.
- Room movies and room service.
- Vehicle expenses for personal vehicle (examples: carwash, auto parts and repairs).

The Director of Finance and Business Services and/or designee shall monitor monthly the use of each credit card by reviewing credit card expenditures and report any serious problems and/or discrepancies directly to the Superintendent. The Board will not authorize any credit card expense that is not first approved by the Superintendent or designee and is not matched to receipts.

Misuse and/or Unauthorized Use

An employee who violates a provision of this policy may have his/her credit card use privileges revoked and may be subject to disciplinary action as determined by the Superintendent. If the Superintendent violates a provision of this policy, he/she may be subject to disciplinary action as determined by the Board.

Credit Card Use Agreement

Prior to authorizing the use of School District credit cards, the Business Services Office shall require the user to sign a credit card use agreement (Code No. 401.10E1) authorizing the School District to deduct or withhold the amount of any and all charges to the credit card from the user's pay unless:

- a. The charge is for a school-related purpose authorized under this policy; and
- b. The person has submitted signed receipts and such other documentation as the Director of Finance and Business Services and/or designee may require prior to the credit card statement being received by the Business Services Office for payment. The credit card use agreement must be signed and completed prior to any use of the School District credit card. Any use of the School District's credit card prior to or without completing the credit card use agreement shall be considered unauthorized and may subject the user to discipline, including dismissal, and criminal charges.

Credit Cardholder Responsibilities

Cardholders are responsible for:

- IMMEDIATELY reporting a lost or stolen card to the Business Services Office.
- The security of the card. Under no circumstances is the cardholder to allow another

person to use the district credit card.

- Making purchases for the District/school/department of authorized and allowed goods.
- Making purchases in compliance with information set forth in this policy.
- Ensuring original merchant documentation is complete and available for each transaction.
- Turning in your card to the administration upon retirement, leave of absence, or termination.
- Only School District expenses can be charged on the School District credit card.

Procedures for Using Credit Cards

- 1) Do purchase order – Vendor will be “Bancard.”
- 2) Request use of card from Director of Finance and Business Services and/or designee.
- 3) Read and sign credit card use form.
- 4) Make purchase.
- 5) Return the credit card and original itemized receipts stapled to a copy of the P.O. to the Business Services Office within five days of the transaction. Reason for the expense and the names of all parties present must be turned in on/with the receipt (examples: meal expenses, group registration, etc.).

Approved: February 19, 2013

Reapproved:

Revised: March 19, 2018