

Board Policy

Code No. 401.10E1

CREDIT CARD USE AGREEMENT

I agree to the following criteria when using a Bettendorf Community School District credit card.

Number on card received (last 4 digits): _____ Date: _____

Purpose: _____ PO #: _____

1. I understand that I am being entrusted with a corporate credit card and will be making financial commitments on behalf of the Bettendorf Community School District. I will strive to obtain the best value on behalf of the District.
2. I will not allow others to use the credit card entrusted to me and will ensure that the card is kept secure at all times.
3. I understand that under no circumstances will I use the credit card to make personal purchases, either for myself or for others.
4. I agree that the credit card may be only used for District expenses.
5. I will obtain receipts and submit receipts which detail the items purchased. I understand I will be subject to a debit to my Bettendorf Community School District payroll if this is not completed.
6. I will complete a purchase order prior to using the District credit card and submit detailed receipts to administration within five (5) days of returning from a trip and/or for purchases and expenses incurred. Failure to do so may result in revocation of my use privileges and my purchases being considered personal purchases, therefore requiring me to reimburse Bettendorf Community School District through a debit to my Bettendorf Community School District payroll.
7. I understand that should I violate the terms of this Agreement and use the credit card for personal use or gain, I may be subject to disciplinary action; including possible termination and/or prosecution.
8. In the event the card is lost or stolen, I will immediately notify the District Business Services Office (563-359-3681).

My signature below indicates that I have read, understand and agree to the terms for use of the District credit card as referenced in Board policies 401.7, 401.7R1, 401.10R1 and the additional clarifications on the back of this signature form.

Employee Print Name

Employee Signature

Signature of Person Issuing Card

Date Card Returned

Additional clarification of rules can be found on the reverse side of this form

In addition to Policy 401.7R1 the following rules apply to use of school district credit cards:

- 1) All receipts for credit card purchases have to be turned in to the supervising administrator within 5 business days of your return from a trip or within 5 business days for any purchases made with a credit card. The supervising administrator then has 5 business days to review it for receipts and make sure it is in accordance with school district policy 401.7R1.
- 2) Absolutely no personal purchases put on district credit cards. For any personal expenses incurred (spouse flights, spouse meals, in room movie rentals, extra nights of hotel for your own stay and sightseeing, etc) have the expenses put on your own credit card.
- 3) When receipts are for more than one individual, you have to list who participated, i.e. list all names on food receipts and public purpose, list all names for taxicab fares, etc. Your claim has to be properly coded to the correct funding source.
- 5) We keep fuel credit cards in the Business Office. If checking out a fuel credit card, it is absolutely necessary that receipts are kept and turned over to the Business Office personnel with the credit card upon your return from your trip.
- 6) Have your claim in order by date of purchase for each meal. Fill out the claim form in its entirety.
- 7) No alcohol on school district credit cards.
- 8) Absolutely no school deliveries made to your personal residence.
- 9) We have limited district credit cards available. Staff reserves them in advance. Credit cards must be returned immediately when you return to the district.
- 10) Don't accept travel reimbursements from restricted vendors. If in question contact your Supervisor or the Business Office.
- 11) If for some reason the district credit card you have been authorized to use does not work you can make the purchase with your own resources and the district will reimburse you. Notify the Business Office as soon as possible via email the credit card did not work.
- 12) You have to provide receipts for tolls to be reimbursed.
- 13) The Wal Mart and HyVee cards are maintained at the buildings. Each building is responsible for safeguarding those cards and making sure proper authorizations are maintained. If you lose any district credit cards, i.e. Wal Mart, HyVee, Sam's, US Bank, QCBT, notify the business office for security and replacement. Do not contact the entities on your own.

14) Personal reimbursements will be made in accordance with the Board of Education meetings every two weeks.

Approved: February 19, 2013

Reapproved: March 19, 2018

Revised: Feb. 2, 2016