

CREDIT CARD

6212 PROCEDURE

The board of directors may authorize the use of school district credit cards 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.

Credit cards shall be used for approved purchases, which are:

- When out of the district for training or in travel status.
- Supplies that must be purchased online.
- Other items that may be approved by the Superintendent or his designee
- Normal operating supplies should not be purchased with a credit card unless it is deemed and emergency or needed for expediency.

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 by the district, and reconcile the expenditures of each cardholder on a monthly basis. In the event that the cardholder fails to provide documentation regarding the purchase(s) to the business office, or any misuse is suspected, the business office manager shall immediately notify the superintendent.

RESPONSIBILITY OF CARDHOLDER

Any cardholder authorized to use a district credit card is responsible for reading and complying with this policy at all times. The cardholder shall acknowledge he/she has reviewed this policy with an annual signature. The cardholder employee shall only use the credit card to make purchases consistent with board policy and authorization.

Prior to the use of a credit card, a requisition/Purchase Order must be issued and approved.

Exception to this in some cases is when staff is traveling.

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

- Alcoholic beverages;
- Illegal items;
- Personal items or services;
- Gifts or donations; and
- Cash advances or any other type of purchase not permitted under school district policy.

The cardholder must obtain 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 24 hours of purchases or 24 hours of returning to work when purchases were made while in travel status. 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. 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. Violation of this policy by any cardholder may be grounds for disciplinary action, up to and including immediate termination from employment with the district.

Adoption: 9/16/14