

CHARGE CARDS

Issuance of Credit Cards

The Business Office issues credit cards to selected District Administrator's, Supervisors and Staff for their use. These cards include the name of the employee and assigned credit limit for that card. These cards will be used both for travel and purchases. For employees who are not issued cards, the Business Office maintains credit cards for use for employee travel, and one main purchasing card for larger purchases (usually those of a \$1,000 or more). All other purchases will be made either via the use of a virtual credit card or by picking up the District Credit Card at the District office. The Virtual Credit Card is one time use credit card number issued for a specific on-line purchase and with a specific time frame in which the card must be used or it disappears. Once the virtual Card is used, it cannot be used again.

For those employees assigned a credit card, they will be responsible for reviewing the monthly statement for that card, submitting all necessary supporting documentation for each purchase on the statement and submitting the approved statement and documentation to the Business Office by the date communicated to the individual.

Use of Cards

The cards assigned to the individual employees may be used for building/ program purchases and/or misc. travel up to individual instances not to exceed the amount of the credit line assigned to the card, or \$1,000, whichever is less, without a specific requisition for the purchase, provided there is budget capacity in the administrator, supervisor or employee's budget. All purchases must be allowable school district expenses.

There are specific cards at the business office for travel for employees not assigned a credit card. These cards are to be used for travel expenses only. See the travel policy and procedures for guidance on travel expenses and required supporting documentation.

The business office credit card is to be used only for purchases at local vendors and for large purchases exceeding \$1,000. On line purchases with this card will only be made by accounts payable clerk.

Virtual Cards are to be used for on-line purchases only.

Monthly Credit Card Statements

The business office will receive the individual credit card statements each month. These will then be provided to the Administrator, Supervisor or employee, who will be responsible for reviewing each charge on the statement, verifying the charges, providing required support for the charge on the statement, attaching this support to the statement and sending it back to the business office by the date communicated to the individual. Any charges which are unallowable and/or unsupported will be the responsibility of the individual.

Virtual Credit Cards

These are for on-line purchases only. To be issued a Virtual Card, a Purchase Order must be first entered and approved with the vendor. The business office will then contact the employee with the necessary information to use the card and the dates the card will be available for use. While completing the on-line purchase, the employee will retain all necessary supporting documentation for the purchase. This can be in the form of an on-line receipt, order confirmation, list of the items in the shopping kart, etc., that details the purchase made. Summary information is not sufficient as supporting documentation. A copy of this information will be forwarded to the business office via email to the accounts payable clerk immediately following the completion of the purchase.

Use of Business Office Credit Card

After receipt of the approved Purchase Order, the employee will make arrangements with the accounts payable clerk at the business office to pick-up the credit card. Once the purchase is completed, the employee will immediately drop off the credit card with the supporting documentation for the purchase (detailed receipt and credit card receipt) to the business office.