

Adopted: 03/28/06

Revised: 08/25/15

713 USE OF CREDIT CARDS

I. PURPOSE

Credit cards issued in the name of the School District may be made available for employee's use for official school business. These cards are intended to be used for purchases where prescribed school district purchasing procedures are not acceptable.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to allow a district credit card to be checked out from the business office when it is deemed needed by an employee. The credit card will be the sole responsibility of the employee while checked out. The credit card may only be used for expenditures that are within school district policy and/or state statutes. Any use of the card that is deemed not within school district policy and/or state statutes will be the responsibility of the employee.

Each employee shall keep the sales receipt and supporting documentation for each use of the card. Any transaction without supporting documentation will be the responsibility of the user. All paperwork must be submitted to the business office immediately in order to avoid any late payment or interest charges on the account.

Under no circumstances should the card number be given to anyone other than the authorized user.

III. ONLINE CREDIT CARD PURCHASING

Online credit card purchasing requests by staff/programs will be submitted for approval on the Cooperative requisition form. Approved requisitions will then go to the business office. A staff member from the business office will do the online purchasing using the Cooperative credit card.

Current List of Credit Cards Available:

- ❖ Wal-Mart (Wal-Mart tax exempt card must accompany it.)
- ❖ Agency credit card (Mastercard)

[After reviewing credit card options with applicable staff, if the credit card is deemed not necessary and/or there has been no activity on the credit card during the preceding year, the credit card will be cancelled and destroyed. This review and determination will occur annually in February.]

MAWSECO #938

Credit Card Issuance Form

Credit Card Issued to: _____

Title: _____

Credit Card Name: _____

Credit Card Number: _____

Expiration Date: _____

I, the undersigned receiver, acknowledge receipt of the above-referenced credit card and agree that it is to be used for school district business only. I agree to abide by established procedures regarding expenses and to submit documentation with corresponding credit card receipts to the business office in a timely manner. I also agree to report any loss or theft of the credit card immediately to the business manager.

Date: _____

Delivered by: _____ Received by: _____

Date Returned: _____

Received by: _____ Returned by: _____