

Charge Cards

Charge cards will only be issued upon approval of the superintendent. The superintendent or designee will ensure the credit limit of the credit card is appropriate. The board will be notified of the issuance of any charge cards. The business office will maintain a list of all authorized charge cards including custodian. All holders of credit cards will sign assurances acknowledging possession of the card and that credit cards will only be used within the guidelines established by statute and district policy. The district will not issue debit cards. Cash advances on credit cards are prohibited. Any credit cards deemed not beneficial for district operations will be cancelled and destroyed. District credit cards will only be used for official school district purposes.

Credit cards may be used for procurement of goods, services, or for official travel expenses. Where practical, charge cards will be maintained in the district business office and checked out by authorized users. Approved credit cards to be used by program or school managers will be retained by the individual. Purchases by school or program managers will only be made for items and travel which is chargeable to the budget of the card holder unless a purchase order has been issued or approval has been given by the manager of the budget for which the charge is to be made. Any individual non-travel purchase of over \$500.00 requires pre-approval of the Superintendent or Business Director. The issuance of a purchase order is the preferred method of pre-approval.

The school or program manager who holds a credit card will reconcile the monthly statement from the granting bank or financial institution, list the purchase and reason for purchase on form or envelope provided for this purpose, enclose itemized invoices covering the purchase, and submit the package to the business office within five (5) business days. The cardholder is personally responsible for paying for any purchase for which an itemized invoice is not presented unless an exemption is granted by the Superintendent.

Purchases from cards issued by individual vendors and must be pre-approved by purchase order except for purchases of fuel or repairs on vehicles. Within seven days of incurring an expenditure through the use of a credit card, the user will turn in the receipt and any other documentation relating to the purchase noting related purchase order. The user will also sign the receipt indicating receipt of goods or services.

Date: June 16, 2004

Revised: January 18, 2006