

DISTRICT CREDIT CARD Administrative Guideline

ISSUANCE

The Board authorizes the Superintendent to identify the authorized users for a credit card account and maintain a master list of the authorized users. These District credit cards are for actual and necessary expenses incurred as a result of attendance at Board or district approved workshops, seminars, conferences, or conventions or the purchase of goods and/or services needed for official business of the district.

DOCUMENTATION

Documentation by authorized users shall be provided to the Business Office within the billing period detailing the goods or services purchased, the cost of such goods or services, and the date of purchase. Authorized users must present original receipts with this documentation. There will be a system of internal accounting controls by the Business Office to monitor the use of the District credit cards.

REPORTING LOST CREDIT OR DAMAGED CREDIT CARDS

The authorized user is responsible for the protection and custody of the District credit card. If a District credit card is lost or stolen, the Superintendent and Director of Business shall be notified immediately. The authorized user of the District credit card will be responsible for deactivating the card immediately. If a District credit card becomes damaged and needs to be replaced, the authorized user must make a written request for a new card to the Superintendent and Director of Business. The damaged card must be turned into the Director of Business and a replacement card will be requested from the bank.

The cardholder or its designee will be responsible for review and reconciliation of transactions made on the account associated with the deactivated card as well as that of the new card.

PAYMENT

The Board shall approve all District credit card invoices. Such payments shall be made no later than sixty (60) days after receipt of the initial statement date.

MISUSE AND UNAUTHORIZED USE

If the authorized user violates a provision of this policy, he/she shall be subject to disciplinary action as determined by the Board.