

SCHOOL DIVISION CREDIT CARDS

A school division credit card is to be used when services must be paid for at the time of receipt and when a vendor will not accept a purchase order or a vendor will not invoice the school division. The Superintendent, Assistant Superintendent, and Director of Finance are issued credit cards from a banking institution. The credit card is to be used only by the authorized name on the credit card and the credit card number shall not be given out over the phone to any other school division employee.

Credit cards are typically used as a last resort and are normally used for travel/hotel reservations, out of town business related expenses, and purchases that do not allow immediate access to a purchase order. Otherwise a purchase order is to be processed.

Credit Cards are not to be used at vendors where the school division already has an established account or where Tax Exempt status for the division has been filed. This is to avoid the school division incurring additional finance charges and applicable sales tax.

The following procedures are to be followed in the use of all division credit cards:

1. Each credit card holder will prepare a purchase order annually for charges to their credit card.
2. The Finance Department will receive a monthly statement for each credit card account and will forward a copy of the statement to the credit card holder.
3. Upon receipt of the monthly credit card statement, a direct pay form is to be prepared, with all receipts and correspondence attached, and signed by the Superintendent, Assistant Superintendent, or Director of Finance, then forwarded to the Finance Department.
4. The Finance Department must receive the monthly direct pay request with all the proper documentation attached as well as the appropriate signature in order for the payment to be processed in a timely manner and to avoid late fee charges.
5. Credit card holders are to be aware of credit card limits.

If a credit card is lost or stolen, the Director of Finance should be notified immediately so the credit card company can be notified.

Adopted: April 8, 2014

Cross Ref.: DK Payment Procedures