



FREMONT UNION HIGH SCHOOL DISTRICT CREDIT CARD/PURCHASING CARD PROCEDURES GUIDELINE

A purchasing card is:

1. Purchasing authority delegated by FUHSD to Administrators
2. For official Fremont Union High School District use only
3. Authorized for emergencies or unavoidable last minute purchases
4. Authorized for purchases of \$500 and under, some exceptions apply
5. Authorized for use with only certain categories of merchants

A purchasing card is not:

1. A means to avoid appropriate purchasing procedures
2. A means to access cash or a line of credit
3. A substitute for proper planning
4. A right of employment
5. For personal use

Examples of items that may not be purchased with the purchasing card include:

(This is not an all-inclusive list and can be changed at management's discretion)

- Registration fees for conferences and workshops
- Meals while employee is in travel status (employee will be reimbursed at per diem rates)
- Entertainment/hospitality
- Flowers/Gifts/Gift cards
- Alcoholic beverages
- Ammunition/weapons
- Tax reportable services (1099) (ex. professional fees, repair services, labor, legal services, etc.)
- E-Bay Purchases or other on-line auction sites
- Cash Advances (ATM or other)
- Gasoline/Fuel
- Equipment Items (items that cost more than \$500 each including tax and shipping)
- Membership dues
- Legal services
- Maintenance Contracts
- Hazardous Materials
- Non-business/personal items (Napkins, snacks, coffee, etc.)
- Postage Stamps and/or Shipping (outbound)
- Pay Pal purchases

Examples of common items that may be purchased with the purchasing card include:

- Classroom/Office supplies
- Equipment/Technology less than \$500
- Food for business purposes when other means of purchasing are not available

Cardholder Credit Rating

The use of the purchasing card results in a liability to FUHSD; not a personal liability for the cardholder. The cardholder's credit rating will not be affected. However, it is important to remember that the cardholder signs an agreement prior to receiving the purchasing card and, as such, is responsible for any misuse of the purchasing card as outlined in this manual. The Bank of America Credit Card Program provides liability protection to FUHSD once notification of any loss, theft or fraudulent use is made. However, the same level of liability protection does not apply to cards that are made available to multiple users.

Monthly Steps for Cardholders – Credit Card Expenditure Verification

The following steps must be followed by the cardholder each month that a purchase was made:

1. Save all receipts from purchases made with the FUHSD credit card – remember only detailed receipts will be accepted
2. Number your receipts for the month and write this number at the top of the receipt and circle it – be sure not write over important information (name, date, item, cost, etc)
3. Complete the Credit Card Expenditure Verification Form – available on the HR section of the district website under the FORMS link
 - a. Enter Name of Cardholder, Site, and Billing Month
 - b. For each receipt, enter the Receipt # and total amount of receipt
 - c. Enter the Account Code Information for each of the receipts
 - d. Verify accuracy of information, then Sign and Date form
 - e. Staple all receipts (detailed original receipts only) to the form
 - f. Send form, with receipts attached, to the Accounts Payable division at the Dist. Office
 - g. Keep a copy of the form for your records

Other Cardholder Responsibilities

Each cardholder is responsible for the following activities:

1. **Complete the Monthly Steps for Cardholders and submit Credit Card Expenditure Verification form to the business department by the 25th of every month.**
2. Safeguard the purchasing card.
3. Sign the purchasing card immediately upon receipt.
4. Activate your purchasing card
5. Notify Bank of America and Business department immediately in the event of a lost or stolen purchasing card.
6. Shred your expired purchasing card
7. Give the purchasing card to CBO when employment is terminated.
8. Notify Business Department credits, returns and disputed items

Audits

Purchasing card transactions will be audited on a regular basis to ensure the following:

1. Purchase volume appears reasonable.
2. The purchasing card is being used for appropriate transactions.
3. Documentation is complete.
4. Cardholders are following required procedures.
5. Proper internal controls exist with regard to the program.

Purchasing Card Security

1. The purchasing card is to be treated with the same level of care that is afforded personal credit cards.
2. Do not lend the purchasing card to anyone. **The only person authorized to use the card is the person whose name appears on the front of the card and who has completed the Purchasing Card Application and Use Agreement forms.**
3. Do not post or write the purchasing card account number in any location that is accessible to others.
4. Take additional care when using the card to purchase thru the Internet. Only use internet sites that have an indication that they are a secure sight, such as the padlock located on the lower right.

Failure to Comply with Program Guidelines

Any misuse of the purchasing card or other failure to comply with the applicable policies and procedures will result in the following:

1. Revocation of the purchasing card
2. Appropriate disciplinary actions which may include termination
3. Repayment, including any applicable taxes, for transactions resulting from personal use of the purchasing card.
4. Possible criminal prosecution.

Key Contacts

The following resource persons are available to answer questions, solve purchasing card problems, or provide assistance in the areas listed:

1. Christine Mallery – CBO, ext: 2245
2. Jason Crutchfield – Coordinator of Business, Ext: 2226
3. Eva Choy – Controller, ext: 2211
4. Rick Magana – Senior Account Analyst, ext: 2217
5. Sherill Panelo – Account Payable A – L, ext 2270
6. Cora Ustaris – Account Payable M – Z, ext 2220
7. Caroline Perez – Reimbursement, ext: 2213