

District Credit Card Guidelines

District cards are issued to employees to facilitate purchases of essential supplies, materials, services, and equipment for school district use. Following are guidelines for the use of these District cards:

SPENDING LIMITS

- Purchases on the District card must be for less than \$3,500.
 - In accordance with District and State purchasing policy, any purchase under \$3,500 involving **any single item over \$1,000**, must have appropriate bids before purchase.
- Splitting one purchase into multiple transactions to avoid the \$3,500 limit is a violation of State law and District policy. For example, purchasing 5 items today for \$3,000 and purchasing 5 more tomorrow for the same price, would be considered splitting.
- Any purchases over \$3,500 should follow normal procurement procedures.
 - The Finance Director or designee may approved a card purchase over \$3,500, if it is determined this is the most suitable method of payment.
 - Student travel costs over \$3,500 are an allowable exception and may be charged on the District card after appropriate bidding has occurred.

PURCHASES

- District cards are for school district purchases only.
- Purchases must be shipped to a District location.
- Permitted uses include, but are not limited to: school supplies and materials; food and snacks for essential District business; office supplies and materials; equipment; services; District approved travel expenses; technology accessories, devices, and software.
 - If technology devices or software are purchased, the purchase must be coordinated through the District Information Technology Department to ensure items are compatible with the District computer system.
- District cards may not be used for gift card purchases for employee; cash advances; personal purchases; or purchasing alcohol, tobacco, firearms, jewelry, or any illegal items.

RECEIPTS

- Employees must obtain an itemized receipts.
- Within 30 days of the transaction, the cardholder or designed location personnel shall scan and electronically attach these receipts, along with comments documenting the purpose of the purchase in the Encore system.
- If a receipt is lost, a lost receipt form (located on the District Purchasing website) should be filled out and signed by the school/department supervisor. This form is then attached electronically to the purchase in Encore.
- Card purchases will be reviewed at least monthly by the school/department supervisor.

SECURITY

- If the card is lost/stolen, employees shall immediately call US Bank at (800-344-5696). Following notification to US Bank, employees shall notify their supervisor and the District purchasing department.
- Employees are not permitted to loan their District card to another person. Specified check-out cards are the exception to this policy.

CHECK-OUT CARDS

To minimize the numbers of cards being issued, a school/department may utilize a check-out card. A specific District card should be identified as a check-out card by the school/department supervisor. Check-out cards are for District employee use only. The following guidelines must be observed with the use of a check-out card:

- Any employee using a check-out card must read and agree to these guidelines and policies pertaining to the use of District cards.
- A signed copy of these guidelines must be maintained for all employees who check out a card.
- District personnel who control the check-out cards shall maintain a log documenting: the employee checking out the card; the date the card was checked out; the date the card was returned; the vendor's name; and the amount of purchase
- Itemized purchase receipts must be given to the school/department secretary upon returning the card.
- All purchases on a check-out card shall be reviewed by the school/department supervisor.