

**BARRE UNIFIED UNION SCHOOL DISTRICT**

**Barre City Elementary & Middle School**

**Barre Town Middle Elementary School**

**Spaulding High School**

**Central Vermont Career Center**

**May 17th, 2020**

**Revised July 1st, 2020**

**Credit Card Procedures**

The purpose of this procedure is to ensure that the business of Barre Unified Union School District (BUUSD) will be conducted according to the BUUSD Fiscal Management and General Financial Accountability Policy (F21).

**Limited Usage:** District credit cards are to be used sparingly. The primary purpose of the credit cards in the District is for travel & lodging or for use in extenuating circumstances.

**Travel:** Please note that prior approval is required. Complete BUUSD Training/Workshop/Conference Request for Approval Form found on the website or a Credit Card Usage Form (extenuating circumstances).

**Documentation:** When a credit card is used, it is the personal responsibility of the administrator making the purchase(s) to acquire complete documentation for all charges and to provide this backup to the Business Office within 5 business days of use of the card. When using the card over the phone, businesses will email a confirmation & receipts when asked to do so.

**District Use Only:** BUUSD issued credit cards shall only be used for approved District purchases.

**No Cash Advances:** District credit cards shall not be used for cash advances.

**Taxes:** BUUSD is a tax exempt governmental entity. Vendors can be given a copy of our Vermont Sales Tax Exemption Certificate as needed. The District does have to pay Rooms & Meals Taxes - as commonly charged at hotels & restaurants.

**Meals:** Meal receipts must have an itemized list of all food & beverages purchased (\$40/day maximum). The District will not pay for alcoholic beverages. A reasonable gratuity (20%) may be included with District credit card meal charges, when appropriate to do so.

**Hotels:** District credit card use for lodging is allowable for only “rooms and taxes charges.”

**Airline:** Airline tickets may be purchased after approval has been granted. No upgrades or additional charges will be paid by the District.

**Usage Form:** Each credit card holder should complete a Credit Card Usage Form each time a District credit card is used. This form documents important information, such as the vendor, date, amount of charges, along with a brief description of the purpose of the charge. Financial information needed to pay the charges to the card, along with the required administrator approval, are also included on this form. Please complete this form and send it – along with required receipts & backup – to the Central Office. Remember to keep copies of everything for your own records.

**Guidelines/FRAUD:** Each staff member using a District credit card for purchases is expected to adhere closely to these guidelines. We have experienced an increase in the amount of fraud attempts on our Districts credit cards. Please do the following if you are notified that your district credit card has been compromised or your card is lost or stolen: Call Michelle Leeman at (802) 476-5011, ext. 1007 or Ashley Young, ext. 1010.