

Credit Card Process

M: District Forms/Purchasing/Credit Cards

Revised 08/17/20 TO

1	REQUESTOR	Request to use MasterCard Request to use Sears Request to use the WA Trust (Costco) Card Allow 3-5 days for processing	Fill out a Request to use credit cards. (District M drive/District Forms/Purchasing/Credit Card). Attach the "Request to use" form as an attachment to apinvoices@qsd.wednet.edu via email to Tina.
2	ACCOUNTS PAYABLE	CHECK AVAILABILITY & APPROVAL TO PROCEED	Check \$ amounts that are available on credit cards. Once the request has been approved for purchasing you will receive an email from Tina (this is your approval to proceed to create a requisition). The Approval to Proceed email will have further instructions on how to proceed with processing a requisition, checking out the credit card, purchasing items, and returning the card.
3	REQUESTOR	REQUISITION	Follow the requisition entry document for further instructions and Travel Information (Conference/Hotel) and Central Receiving document on the M:drive for po required information when entering a requisition. Process a requisition & submit for approval Billing address: 119 J ST SW, Quincy WA 98848
4	BUILDING PRINCIPAL OR DEPARTMENT SUPERVISOR	REQUISITION APPROVAL	Building Principal or Department Supervisor reviews and approves or denies the requisition in Skyward. Once the requisition has been approved a purchase order will automatically be generated in Skyward.
5	BUILDING ADMINISTRATIVE ASSISTANT	PURCHASE ORDER	Print purchase order from Skyward and forward original po to the Requestor.
6	REQUESTOR	CREDIT CARD CHECK OUT The original signed purchase order is required when checking out the credit card. Pick up credit cards at the District Office	<ul style="list-style-type: none"> Call Tina to make arrangements to pick up credit card at the District Office as another employee may have checked out the card. The MasterCard will not be available for pick up on Thursday's or between the 18th and 21st of the month due to process of statements.
			SIGN FORMS <ul style="list-style-type: none"> Memorandum of Understanding - This form must be filled out on a yearly basis for each fund. Sign Check Out/In Log (DO-Initial check out log) DO-Skyward Check Out (when activated)
7	REQUESTOR	PURCHASE ITEMS No pkg slips are required after you receive your items, receipts are required upon purchase.	PURCHASE ITEMS & GET AN ITEMIZED RECEIPT <ul style="list-style-type: none"> Online – print out a receipt of your purchases when you place your order online. Phone – the vendor must send a copy of the receipt in the mail, fax, or by email. Store purchase - they will give you an itemized receipt.
8	REQUESTOR	CREDIT CARD CHECK IN Return credit cards to the District Office	RETURN CARD & ITEMIZED/SIGNED RECEIPTS <ul style="list-style-type: none"> RECEIPTS must be itemized Signature required on receipt Hotel Hold Purchase Order – A purchase order is required upon checking in the credit card for a hotel hold. SIGN FORMS <ul style="list-style-type: none"> Sign Check Out/In Log (DO-Initial check out log) DO-Skyward Check In (when activated)
9	ACCOUNTS PAYABLE	PAYMENT PROCESS	<ul style="list-style-type: none"> Write the last four #'s of the card on the receipt. Key \$ amount into your excel spreadsheet (check mark on the receipt when this is complete). Attach in this order: Receipt/PO/Request to Use CC Mark off PO in PO book File in appropriate credit card fold to process payment when you receive vendor statements.