

CREDIT CARD PROGRAM

673.1

A Credit Card Program has been established to provide another purchasing option, particularly when a vendor does not accept ACH payments, and to reduce the paperwork and handling costs associated with the payment of these purchases. The Credit Card Program delegates the authority and capability of purchasing items directly to the designated cardholders, allowing them to acquire materials faster and more efficiently. The Credit Card Program is not intended to circumvent or replace the standard purchasing procedures of the District

This policy is intended to provide general guidelines for using the Credit Card Program. For detailed information on implementing these policies, see the Credit Card Use-User Policies and Agreement document. Questions regarding this policy may be directed to the Business Manager.

Responsibilities Overview

The responsibilities of a Credit Card user include, but are not limited to:

1. Checking out the Credit Card through the Budgetary Administrative Assistant using the Administrator Credit Card Use Log
2. Obtaining and retaining proper documentation of card transactions and usage
3. Providing detailed receipts and correct accounting codes for transactions to the Budgetary Administrative Assistant
4. Following up with the card bank and vendors for returns, and fraudulent or disputed charges
5. Notifying the card bank and the Business Manager of suspected fraudulent charges and lost or stolen cards
6. Complying with all other applicable District policies and procedures.
7. Employees (who are not administrators) with a Credit Card issued in their name are strictly prohibited from allowing anyone else to use their district-issued Credit Card.
8. Prompt reimbursement to the district for any ineligible or unapproved charges.

The Accounts Payable Specialist is directly responsible for managing the Program, including, but not limited to:

1. Processing new card applications and closing or suspending cards
2. Making adjustments and changes to card blocks, limits, and other card information
3. Retaining documentation of all card applications, changes and related information
4. Retaining documentation of posting period audits, transactions, and related information
5. Program training for District staff

The Business Manager is responsible for, but not limited to:

1. Overseeing the Credit Card Program
2. Approving cardholder applications

The Accounting Specialist is responsible for, but not limited to:

1. Providing recommendations to the Business Manager regarding updates to policies, procedures and manuals for the Credit Card Program
2. Performing monthly audits of card usage and transactions
3. Performing specific duties or tasks associated with the Program as assigned by the Business Manager

Ethics

Purchases will reflect the best available value for the District, and will be restricted to only those necessary for District purposes. It is the responsibility of every card user to meet these expectations.

Suppliers and vendors are an extension of our District resources. All District personnel are expected to maintain professional, considerate relationships and communications with District suppliers and vendors.

Types of Credit Cards

1. **Administrator:** Each administrator is issued a credit card with their name and “WCSD” embossed on the card. Use of this credit card is restricted to the named administrator or their administrative assistant.
2. **Building/Department:** A building/department card embossed with the building name and “WCSD” will be issued to each school building and departments as approved by the Business Manager. Employees may request use of a building/department credit card through the Budgetary Administrative Assistant, using the Building/Department Credit Card Use Log.
3. **Employee:** If warranted, a Credit Card may be issued in the name of a district employee. If a district employee has a Credit Card issued in their name, the Credit Card will be embossed with the employee’s name and “WCSD”. **Only the named user may charge any transaction on their card.** Use of an Employee-issued credit card by anyone other than the named employee is strictly prohibited. Allowing others to submit transactions on an employee-issued credit card may result in the credit card being cancelled.

Requesting and the Issuance of Credit Cards

Credit Cards for Administrators are requested through a District Credit Card Application. Applications for Credit Cards to be issued in the name of other District staff must be approved by the employee’s direct supervisor and submitted to the Business Manager. The Business Manager shall determine whether an employee should be issued a Credit Card in their name.

Unauthorized Purchases

1. Personal purchases (use of the card for personal identification is prohibited)
2. Purchases intended to bypass any District purchasing procedures or policies
3. Purchases split to circumvent purchase limits or competitive pricing/bidding

requirements

4. Business related meals and/or travel not authorized by the cardholder's supervisor
5. Capital equipment purchases (unit cost of \$5,000 or more) unless specifically authorized by the Business Manager
6. Telephone calls
7. Alcoholic beverages, drugs or pharmaceuticals
8. Insurance
9. Hazardous materials (except for Maintenance Department)
10. Leases or rentals of facilities or property
11. Purchases that require a contract unless contract has been preapproved and signed by the Business Manager
12. Consultants or temporary help
13. Services from a "Tax Reportable" or "1099" vendor. A tax reportable or 1099 vendor is defined as an individual, sole proprietorship or limited partnership who is paid more than \$600 for services. All medical and/or attorney's fees are considered tax or 1099 reportable, regardless of their status
14. Purchases from companies outside of the United States, unless specifically authorized by the Business Manager
15. Parking tickets, speeding tickets, or other vehicular tickets or fines.
16. Fuel for your personal vehicle during business travel. Fuel and mileage incurred during approved business travel using your personal vehicle will be reimbursed through the Skyward purchase order process. If business travel is done in a District-owned vehicle, fuel may be purchased using a Credit Card.
17. Purchases that are not permitted under District policies and procedures

Credit Card Use - User Policies and Agreement

Any employee using a Credit Card must read and agree to follow all policies and procedures outlined in the Credit Card Use – User Policies and Agreement document. This document is available in print or online for staff reference. The employee must also sign the District Credit Card Issuance Form, to acknowledge their understanding and compliance with all District policies for Credit Card use.

Transaction Audits

1. The Business Office will perform both intentional and random audits of card usage. Audits will be performed at least once per month.
2. Notification of audit discrepancies will be delivered to the cardholder via e-mail. Documentation copies and written explanation of expense(s) are required to be forwarded to the Business Manager within 7 business days of receiving the notification.

Consequences of Procedure or Policy Violations

1. Misuse, abuse, and/or failure to comply with District policies and procedures will result in disciplinary measures that can include revocation of cardholder privileges or even termination of employment.

Termination or Transfer of Employment

1. A cardholder who leaves employment of the District or is transferred to another site shall return their card to their Administrator.

2. The Administrator is responsible for contacting the Accounts Payable Specialist, who will cancel the card. The supervisor will cut the card in half and return it to the Accounts Payable Specialist.

Payment to Card Bank

Payment to the card issuer shall be completed electronically via electronic funds transfer by the Business Office.

CROSS REF.:

671.2, Expense Reimbursement

672, Purchasing

672.1, Bidding Requirements

Adopted: September 2015

Waukegan Community School District