

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Administrative Procedures for Policy #1700 (Administration)
Regarding Authorized Credit Card Use**

- I. Calvert County Public Schools Credit Card Holders
 - A. Credit Card Holders - Credit cards will be issued to the Superintendent, Assistant Superintendent of Instruction, the Executive Director of Administration, and the Supervisor of Finance – Procurement.
 - B. Credit card use is limited to those cardholders listed above.
 - C. The Chief Financial Officer will draft guidelines related to staff responsibility in the appropriate use of credit cards.
 - D. Anyone who uses a CCPS credit card without proper authorization will be in violation of these procedures.
- II. Credit Card Use
 - A. The Supervisor of Finance - Procurement may charge business expenditures for schools and departments on his/her credit card.
 - B. In considering the potential expenditure, the cardholder will adhere to the approved CCPS operating budget.
- III. Submission, Coding and Payment of Charges
 - A. Each month, a statement which lists the monthly charged expenses is sent to cardholders by the Chief Financial Officer or designee.
 - B. Cardholders must review the statement and determine that all charges are legitimate CCPS-related expenses.
 - C. All confirmations and receipts must be attached to the monthly statement.
 - D. Cardholders shall sign the monthly statement. The signature indicates that the purchases are approved and that purchases were made in accordance with CCPS policy. The purchase orders are filed with the statement.
 - E. The signed statement should be submitted within 10 days of receipt to the Superintendent of Schools for review and approval and forwarded to Accounts Payable.
 - F. The Superintendent shall submit his or her statements and receipts to the President of the Board of Education for review and approval.
 - G. Once approved, the statements are submitted to the Chief Financial Officer or designee.
 - H. Credit card charges are automatically deducted from the notated budget accounts each month. Finance Department staff are responsible for allocating all charges to the appropriate expense category as directed by the cardholder.

Administration 1700.1

Procedures Written: 4/20/07

Procedures Revised: 3/11/10; 7/9/14, 6/15/15; 10/30/18, 6/15/22

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IV. Additional Cardholder Responsibilities

- A. Failure to submit the supporting documentation may result in the loss of credit card privileges.
- B. Cardholders should verify that the credit card is in their possession regularly.
- C. A cardholder will be personally liable for all late fees resulting from failure to submit monthly statements for review and approval on a timely basis.
- D. If a credit card is lost or stolen, the cardholder shall immediately notify the Chief Financial Officer.
- E. Prior to separation from CCPS, the cardholder shall surrender the credit card and current card receipts to his/her immediate supervisor. The immediate supervisor will forward the card to the Chief Financial Officer for cancellation with the bank.

V. Unauthorized or Fraudulent Use of Credit Cards

- A. There may be expenses charged to the credit card by mistake or errors on the credit card statement. Cardholders will take the necessary steps to correct these charges. These charges/errors should be immediately reported to the Chief Financial Officer.
- B. A cardholder who uses the credit card for unauthorized transactions or carelessly uses the card may be personally liable for the total dollar amount of such expenditures plus any administrative fees charged by the financial institution in connection with the misuse. The cardholder may be subject to disciplinary action and possible criminal prosecution.
- C. If a cardholder, the Superintendent, the Chief Financial Officer, the Board of Education or any other person suspects fraudulent card use, he/she will immediately report it to the Chief Financial Officer, the Superintendent or the President of the Board of Education depending on the circumstances. Upon investigation, an audit may be warranted.

VI. Use of Credit Card Rewards

- A. Any credit card rewards, bonuses, rebate points, or other credits earned by use of the credit card for Calvert County Public School purchases should be applied back to future expenditures of the system by the Chief Financial Officer. Credits may not be redeemed for personal use.