

Lewistown School District

FINANCIAL MANAGEMENT

7400

Credit Card Use

The Board of Trustees permits the use of District credit and/or procurement cards (henceforth, “credit cards”) by employees and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of individuals and locations that will be issued a District credit card will be maintained in the business office. All credit cards will be pre-approved by the Board and will be in the name of the District.

The District shall establish a credit line with an aggregate credit limit of \$150,000.00 for all cards issued to the District. Individual card limits may be changed at the discretion of the Superintendent and Business Manager within the aggregate limit.

Credit cards may only be used for legitimate District business expenditures. The use of credit cards is not intended to circumvent the District’s policy on purchasing; rather, these policies are intended to work in conjunction with one another. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and disciplinary action, up to and including termination.

Users must take proper care of District credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability and/or disciplinary action.

Users must submit detailed documentation for all purchases to their Building Secretary or the District Business Office. This documentation shall include:

- Completed and signed Request for Purchase Authorization Form.
- Itemized receipts for all expenses which have been incurred.
- Packing slips and other documentation demonstrating receipt of the goods purchased.

It shall be the responsibility of the employee making the purchase to ensure that all relevant documentation is received by the Business Office.

The Superintendent shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card, and a copy of this policy and accompanying regulations shall be given to each cardholder.

The District Clerk shall monitor the use of each credit card every month and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross Reference: 7320 Purchasing
 7320P Purchasing Procedures
 7336 Personal Reimbursements for Purchase of Goods or Services

Legal Reference: §2-7-503, MCA Financial reports and audits of l

Policy History:

Adopted on: July 27, 2009

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