

GUIDELINES FOR CREDIT CARD USE

- Step 1:** Prior to reserving or using a credit card **you must submit a purchase request form**. The vendor on the purchase request should be listed as “Fifth-Third Bank”. Please list the company you are purchasing from under this. (Such as Fifth-Third Bank “Galt House” or “Amazon”)
- Step 2:** The Finance Office will then process a purchase order and it will be emailed to the school office manager or your supervisor. After you have received the purchase order you may then reserve a credit card by calling the Finance Office.
- Step 3:** After reserving the card, you may then come to the Finance Office and pick the credit card up. The credit card should only be used for items listed on the purchase order and the charges should not exceed the amount of the purchase order.
- Step 4:** The credit card must be turned back into the Finance Office in a timely manner. Please do not hold the credit card or pass off to another individual.
- Step 5:** All credit card charges must be documented by the completion of a Credit Card Use Report. Receipts for charges must be attached to the Credit Card Use Report. You must complete the Credit Card Use Report and it must be signed by your principal/supervisor and turned into the Finance Office within 48 hours.

All forms are available on our District Website