MOORE PUBLIC SCHOOLS
WAL-MART CREDIT CARD POLICY

The Wal-Mart Community Account will be the designated credit card account for the district. The following shall apply to the use of Wal-Mart credit card(s).

1. Usage of the card is subject to purchases falling within expenditure guidelines adopted by the Board of Education and that all purchases serve a public purpose.

2. The Wal-Mart credit card account will in no way supersede or replace the purchase order system but rather will enhance the purchase order system by allowing the purchaser the ability to purchase from a vendor otherwise not available through normal open account terms.

3. Each school or department will have separate accounts with set credit limits and a limited number of credit cards. Opening and/or making changes to accounts such as credit limits, billing address or requesting additional credit cards will be done by a designated person in the district finance office.

4. Credit cards will be secured at the school or department by school administrator, department director/supervisor or the designated credit card custodian. Annually, school administrator or department director/supervisor will submit in writing the name and position of the designated credit card custodian of the card(s) as well as the location for securing the credit cards when not in use.

5. A card(s) usage log will be maintained in the office of the credit card custodian and will include the following information:

    a. The signature of the employee checking out the card(s).
    b. The date and time the card(s) is/are checked out.
    c. The date and time the card(s) is/are checked in.
    d. Description of the purchase and the amount.

The following statement will appear on the log and be shown to all persons checking out a credit card:

> *By your signature you assume responsibility for any purchases made on this credit card during the time it is in your possession. The amount of any improper purchases or sales taxes incurred will be your responsibility to repay to the school district and will result in loss of privilege.*

6. Purchases are to be made only by the employee whose signature is recorded on the usage log as checking out the card(s). The card(s) may only be used for the payment of legitimate and necessary/approved purchases.

7. Any district employee who makes purchases not approved by the Board of Education will reimburse the District within ten (10) days of notification. Anyone making such purchases may be prohibited from future use of the card(s).

8. The use of credit card(s) will require the acquisition of itemized receipts/invoices. All receipts/invoices must be submitted to the school or department where purchase request originated and will be processed immediately for payment.

9. The Wal-Mart credit card may be used to make purchases at Sam's Club Stores when the school or department has applied and received a Sam's Club Membership with tax exempt status. The purchaser must check out the Sam's Club Membership card along with the Wal-Mart credit card from the designated credit card custodian. All Wal-Mart credit card policies as defined herewith apply to purchases made at Sam's Club.

10. The credit card statement will be reconciled monthly by the credit card custodian. Payments are subject to board policy.

11. Wal-Mart has specified we have one contact person for our accounts. The Account Property Specialist will be the contact person between the district and Wal-Mart. The Account Property Specialist needs to be notified immediately if there are any problems with billing or payments being made to Wal-Mart. The Account Property Specialist's office will receive the Wal-Mart statements first to review and then distribute them to the proper school accounts.

No other credit cards have been approved for district use. Any unapproved credit cards currently in use should be destroyed. A request to have an account opened, which involves credit card use through a vendor other than Wal-Mart, must be made directly to the Board of Education. Any unsolicited credit cards that are received by a school or department should be destroyed immediately.

Adopted	Revised	Revised
5/8/06	5/14/07	11/8/10