Wal-Mart Credit Card Procedures

1. Credit card custodian encumbers a standing purchase order to Wal-Mart. Copies of the "pink" copy of the purchase order will be sent to the finance office designee.

2. Purchaser submits itemized Request for Purchase to credit card custodian and checks out credit card with signature, time and date.

3. Purchaser returns credit card and store receipt in to the finance secretary the next day. Store receipt should match Request for Purchase. Credit card custodian checks in as received with signature, time and date.

4. Credit card custodian copies store receipt and attaches to Request for Purchase for school or department records, enters proper OCAS coding on the Request for Purchase form, attaches the original store receipt and delivers or sends in inner school mail to the finance office designee that day.

5. The credit card custodian is responsible for maintaining account balance with the credit card limit and encumbering funds for additional purchase orders as needed.

6. Finance office designee reviews the store receipts and journal.
    a. If there are no problems, the finance office designee will submit the Request for Purchase forms to the OCAS Accounting Specialist to review OCAS coding.
    b. The OCAS Accounting Specialist will make any necessary changes and forward the Request to Purchase form to the Purchasing Agent. A copy will be sent to the finance office designee to be used when preparing purchase order for payment.
    c. Any questions will be directed back to the credit card custodian.
        - Unauthorized purchases
        - Sales Tax

7. When Wal-Mart statement is received, the Administrative Systems Data Manager reconciles the store receipts against the statement, and then sends to the proper school financial secretary. The financial secretary or credit card custodian prepares a reconciliation cover sheet and attaches to the statement. The reconciliations are kept and then turned in to the Administrative Systems Data Manager, along with cards, at the end of fiscal year.

8. If there is a problem with your Wal-Mart account, you are to immediately contact the Administrative Systems Data Manager at 405-735-4226. The Administrative Systems Data Manager will contact Wal-Mart and discuss any problems that arise.