

Charge Cards

The Goldendale School District Credit Card program has been established to enable the District to conduct business in today's electronic age. It can be used in person, by mail, internet, telephone or fax to facilitate payment of travel and other expenditures that have been preauthorized.

The District's Business Office is responsible at all times for managing the credit card accounts and will track the assignment and distribution of all credit cards, as well as reconcile the expenditures of each cardholder on a monthly basis. In the event that the cardholder fails to provide documentation regarding the purchases to the business office, or any misuse is suspected, the business office manager shall immediately notify the superintendent.

By signing the individual cardholder agreement annually (see below) and using the credit card, the cardholder is agreeing to abide by the following:

- Cardholders shall only use the credit card to make purchases consistent with board policy and authorization.
- Prior to use of the credit card, a requisition/purchase order must be issued and approved. Exceptions to this in some cases are when staff are traveling.
- Normal operating supplies should not be purchased with a credit card unless it is deemed an emergency or needed for expediency.
- Cardholders must not make purchases from Vendors that take a District PO.
- Cardholders must obtain invoices/receipts verifying each purchase made with the credit card and provide those referencing the corresponding Purchase Order within 48 hours of purchase or returning to work when purchases were made in travel status. See specific steps.

Steps:

1. Complete Requisition and Purchase Order Approval Process.
2. Check out credit card.
3. Make purchase referencing the PO number if possible.
4. Print Order/Invoice verifying purchase transaction dollar amount charged including shipping and taxes.
5. Receive goods, sign packing slip verifying order is complete.
6. If no physical goods to be received, sign invoice that order is complete and send documentation referencing PO to District office.

Disciplinary action may be taken with any policy or procedure violations up to and including immediate termination from employment from the District.

Classification: Encouraged