

# Salinas City Elementary School District

## **PAYMENT FOR GOODS AND SERVICES WITH CREDIT CARDS**

District payments for goods and services shall routinely be processed and completed using the purchase order system. This shall ensure that funds are encumbered and expensed properly, and accounted for by fund and function.

When it is necessary to complete payment for goods and services using a credit card this will be strictly controlled by the Business Office. This method of purchasing shall be the exception and is reserved for urgent and extraordinary purchases, and for conducting business with vendors that do not accept purchase orders.

When using the district credit card the following procedures shall be in effect.

1. The initiating department shall complete CSD # 59 which identifies the type of purchase. The requisition Number shall be included as the proposed purchase in entered into the automated purchase order system (Digital Schools or equivalent).
2. The Department/Site shall obtain the approval of their respective supervisor at the assistant superintendent level. This shall not be delegated below assistant superintendent level.
3. The completed CSD # 59 shall be delivered to the Business Office at which time the credit card will be checked out to the department representative. The department desiring to make the credit card purchase shall ensure that the completed form includes vendor name, estimated amount to be spent, date of purchase, budget stream to be used and department or sub-department for which the purchase is intended. The credit card shall be signed out and accounted for on the attached form, Sign-Out Log for Credit Card.
4. Upon completion of the purchase the user shall return the card to the Business Office where he/she shall be relieved of the card by signature. If no purchase order was initially entered into the automated purchase order system, the user's department shall initiate one immediately. Supporting documentation such as receipts, conference pamphlets, airfare or hotel reservations shall be attached to this purchase order. Vendor name on the purchase order shall be the credit card name and the actual vendor shall be reflected in the text of the purchase order.
5. Accounts Payable shall process the purchase order after department and assistant superintendent approval and pay the credit card charge while accounting for it in its proper fund and function.
6. Any exceptions to this procedure shall be reviewed and approved by the Superintendent.