

**440 INDEPENDENT SCHOOL DISTRICT # 309 CREDIT CARD POLICY**  
Procedures Manual Independent School District # 309

Credit Cards were issued to the following personnel:

Title – Business Manager	(TEL)218-237-6502
Title – Accounting Technician	(TEL) 218-237-6503
Title – Human Resources	(TEL) 218-237-6508
Title – Special Education Bookkeeper	(TEL) 218-237-6540

**Independent School District # 309**  
**301 Huntsinger Avenue**  
**Park Rapids MN 56470**

### **Introduction to Credit Card Policy**

The Independent School District 309 Credit Card is an opportunity to expedite the purchasing process at the department level and reduce Independent School District 309 expenses.

Historically, Independent School District 309 has used numerous other methods to make low dollar value purchases. The Credit Card process will allow Independent School District 309 to realize savings in administrative processing costs while providing a customer friendly, efficient and effective method to buy low dollar value goods and services.

Exercise good judgment and act within your authorized budget when using your card. The Credit Card is either issued to you or provided for your use to purchase school commodities and all activity will be assumed to have been incurred by you. We ask you to maintain simple but accurate records and receipts for auditing purposes.

Independent School District 309 is working to continually improve the way business is conducted and your feedback is critical to achieving that goal. Your use of an Independent School District 309 Credit Card for appropriate purchases can help the district achieve savings by decreasing the amount of checks we process each month. The Credit Card is utilized as another option to make low dollar value purchases, the program will continue to evolve and transform as it best fits the District's needs.

Record keeping will be essential to ensure the success of this program. This is not an extraordinary requirement since standard reimbursement policies require the retention of all receipts.

Finally, remember you are spending District/public funds each time you use the Credit Card.

If you have any questions about the program or need additional information, please contact:

Business Manager  
Accounting Technician

(Tel) 218-237-6502  
(Tel) 218-237-6503

As personnel changes take place due to hiring, reassignment or termination; the Superintendent will update the authorized signer list with the issuing credit card company.

### **Acceptable Card Credit Purchases**

Any purchases using the credit cards must be within Independent School District 309 expenditure policies, procedures, practices and Minnesota Statute 123B.02 Subd. 23. Purchases not meeting these requirements will be the personal responsibility of the employee using the card. The following information provides examples of purchases that are appropriate for the Park Rapids Public School Credit Card:

- Fuel (District 309 owned vehicles only)
- Approved supplies for your program
- Conference/Seminar registrations
- Travel/Conference expenses (employee only)
- On-Line Purchases
- Wal\*Mart
- Coborns

Other miscellaneous items that apply to your program and budget

### **Unacceptable Card Credit Purchases**

The following items define where the Credit Card is **not** an appropriate choice:

- Personal purchases (i.e. including spouse/family costs for attending a conference such as higher room costs, meals, etc.)
- Alcoholic Beverages/tobacco
- Lottery Tickets
- Cash Advances, or ATMS's
- Gift Certificates
- Fuel for personal use or vehicle

This list is not intended to be all-inclusive. If you have specific questions, please call the District Office for assistance.

### **Program Restrictions**

Each Credit Card has been assigned a credit limit.

## **Reconciliation and Payment**

The Independent School District 309 Card carries corporate, not individual, liability. A single invoice covering all Credit Card purchases will be paid each month by Accounting. You will not be required to directly pay your monthly statement using personal funds. The Credit Card does not impact your personal credit rating in anyway.

**To meet State and District payment policies, it is required that you submit all original receipts with the monthly statement for all purchases made using the credit card.** If you purchase via phone or mail, require the merchant to include a receipt with the goods when the product is shipped to you. If that is not possible, you must obtain a packing slip when the shipment is received to document the purchase.

The cardholder should keep a transaction log of all receipts and statements. The log serves to remind cardholders of transactions and assists in reconciliation of the monthly statements. A periodic audit will be conducted of card activity, retention of receipts, reconciled detail and signed monthly statements.

**Misuse of the Purchase Card includes:**

- **Using the Purchase Card for personal purchases**
- **Purchase of unauthorized items**
- **Use of the Purchase Card by someone other than the cardholder**
- **Fraudulent or inaccurate record keeping**
- **Or diverting legitimate school purchases to personal use**

In the case of misuse, the individual responsible will pay all transaction fees and forfeit further use of the credit card.

## **When Your Records Do Not Agree with Your Monthly Statement**

There may be an occasion when you find items on your transaction log that do not correlate with your retained receipts or monthly cardholder statement. Reconciliation of your monthly statement is very important to determine if you made a particular transaction, the amount of the transaction is correct, or you have a quality or service issue.

Your first recourse is to contact the merchant involved to try to resolve the error. If the merchant agrees that an error has been made, your account will be credited. Highlight the transaction in question on your statement as a reminder that the item is still pending resolution. Be sure to check that the credit is received on your next monthly statement.

**You are responsible for the transactions identified on your statement. When an audit is conducted on your account, you must be able to produce receipts that an Independent School District 309 approved transaction occurred. If an error is discovered you are responsible to show that the error or dispute resolution process has been followed.**

## Lost or Stolen Cards

The Credit Card is the property of Independent School District 309 and should be secured just as you would secure your personal credit cards. Preferably the card will be kept in a secure location in a District building when not in use. If your card is lost or stolen contact (card provider) customer service number (1-800- \_\_\_\_\_) immediately, then notify the District Office. When calling customer service, be prepared to provide your social security number.

Upon notifying (card provider), the card will be deactivated immediately. If the card is reported lost or stolen and is later used, the Merchant will decline it. Prompt action in these circumstances is very important to reduce Independent School District 309 liability for fraudulent charges.

## Sales Tax

Purchases of items by public schools for their own use are generally exempt from sales tax. The exemption applies to the public schools, not to the individual.

It is the cardholder's responsibility to notify the merchant that Independent School District 309 **is tax exempt**. The state tax exempt number and form are available from the District Administration Office. You will need to make a copy of the form, insert the vendor name, and then date the form prior to issuance (i.e., faxing or mailing). Do not distribute this form to any other employee in the organization. If they need one, they will be provided with a copy. Additional information on sales tax for purchases is available at:

[www.taxes.state.mn.us](http://www.taxes.state.mn.us)

Should you have additional questions, please contact the District Office for assistance.

Adopted: 3/14 Revised: 12/18

*ISD # 309  
Park Rapids Area Schools*

Credit Card Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

For the Period of: \_\_\_\_\_

If the Credit Card is used without returning proper documentation, for unauthorized items, by someone other than myself with my knowledge. I hereby agree to personally pay either Independent School District 309 or the vendor for such purchases and hereby authorize Independent School District 309, if necessary, to withhold from my paycheck any amount necessary to pay these charges:

Date	Person checking out card. Please print.	Total \$ Amount	Card # /Destination	Expense Category	Signature

Signature: \_\_\_\_\_

Dept/ Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **ACKNOWLEDGEMENT OF RECEIPT OF ISD 309 CREDIT CARD**

I acknowledge that, on the date indicated below, I received my Credit Card. I have received a copy of the procedure policy explaining the use and responsibilities of the Credit Card. I understand that:

The Independent School District 309 Credit Card is a cost-effective method for the purchase and payment of small dollar material transactions.

The Credit Card is to be used solely for business purchases; not personal purchases.

I am responsible for reconciling monthly statements and maintaining accurate accounting records.

Should my employment with Independent School District 309 terminate, I am responsible for returning the Card to the District Office.

If the Credit Card is used for personal purchases, for unauthorized items or by someone other than myself with my knowledge, I hereby agree to personally pay either Independent School District 309 or the vendor for such purchases and hereby authorize Independent School District 309, if necessary, to withhold from my paycheck any amount necessary to pay these charges.

Name of Cardholder \_\_\_\_\_  
(Please Print)

Date \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

<p><b>NOTE:</b> In addition to the above consequences for misuse of the Credit Card, Independent School District 309 retains the right to take further action, whether in the form of disciplinary action, termination of employment, and/or legal prosecution, in the event of gross misuse or fraud involving District funds, criminal charges may be filed.</p>
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