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Staples Motley School District Policy #412.1

Credit Card Policies and Procedures

Objectives

1. To allow district personnel access to efficient and alternative means of payment for approved expenses.

Policies

1. District credit cards will be issued to administration and staff, by the Accounts Payable clerk only.
2. All District credit cards are the property of Staples Motley Schools and authorized users shall take the necessary precautions to ensure the safekeeping of the card.
3. Credit cards are to be used only by the authorized person. An authorized person may not allow the card to be used by another person.
4. Credit cards will only be used for business purposes. Personal purchases of any type are not allowed.
5. The following purchases are not allowed:
 - Alcoholic beverages/ tobacco products
 - Construction, renovation/installation
 - Controlled substances
 - Items or services on term contracts
 - Maintenance agreements
 - Personal items or loans
 - Purchases involving trade-in district property
 - Rentals
 - Any other items deemed inconsistent with the values of the district
6. Cash advances on credit cards are not allowed.
7. Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

Procedures

1. Credit cards may be requested for prospective cardholders by written request (Credit Card Request Form) to the Business Manager.
2. Detailed receipts must be retained and attached to the credit card statements. In the case of meals and entertainment, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase.
3. Detailed receipts, must be submitted to the district office within ten days of charge to ensure proper documentation and business purpose.
4. All monthly statements submitted for payment must include the initials of the cardholder, the signature of the approving staff member and the date of approval.
5. All monthly statements submitted for payment must have the appropriate account number(s) and the associated amounts clearly written on the statement. Multiple purchases charged to the same account number must be subtotaled. Cards may be designated to have all expenses charged to a specific account number, with exceptions noted on the monthly statement, if desired.
6. Any employee noting cardholder irregularities (i.e. overdue receipts or non-business expense) will report the information, in confidence, to the Business Manager. In the event the cardholder is the Business Manager, the employee should report the information to the superintendent. If the problem is not resolved, he or she should report irregularities to the Board Finance Committee.
7. In the event that receipts have not been provided to the district office, the card has been used for private purposes or the card has been used for other than district purposes, then the expenditure will be deducted from the user's salary.
8. Cardholders should make every effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available through the district office. Tangible personal property is property that can be touched and retained in one's possession (excludes food, entertainment, and other consumables.) Services are works or activities performed by another for a fee (includes normal services such as personal services performed by professionals and/or non-professionals, but excludes lodging.) Sales tax may be paid for minimal expenditures from one-time vendors who refuse the exemption, but sales taxes should not be paid (select another vendor) where the purchases are for more substantial expenditures or are repetitively incurred.

The School District has four credit cards under the Staples-Motley School District's name and are held and managed by the Accounts Payable Clerk.

STAPLES MOTLEY SCHOOLS CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of the following
credit card: _____

(type of credit card)

I understand that improper use of this card may result in disciplinary action, as outlined in the Staples Motley Schools, School Board Policies and Procedures, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached Staples Motley Schools, ISD #2170 Credit Card Policies and Procedures agreement.

I acknowledge receipt of said Agreement and Policies/Procedures and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the district and that the district will be liable to _____ for all charges made on this card.

(Name of Credit Card Company)

I will strive to obtain the best value for the district when purchasing merchandise and/or services with this card.

As a holder of this district card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the Business Manager, upon demand, during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the District will be entitled to reimbursement from me of such purchases. The district shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature _____ Date _____
(Cardholder)

Signature _____ Date _____
(Business Manager)

Accounting Department use only:

Date _____ Amount approved \$ _____

Signature _____

(School Board Treasurer)