



Athletic Department Travel Card Policy and Procedures

A. Purpose

The purpose of the Athletic Department Travel Card Program is to provide Georgetown ISD with an efficient and controllable method of making travel and meal purchases.

B. Usage

- a. The travel card should be used for the following:
 - i. Hotel Reservations/Payment
 - ii. Charter Bus Reservations
 - iii. Meals – overnight trips only
 - iv. Purchases approved by Athletic Director
- b. Purchases made on the travel card are for business **ONLY**. The card is not for personal use at any time.
- c. Unauthorized purchases are prohibited and the purchaser will be subject to disciplinary action.

C. Duties and Responsibilities

- a. The cardholder (coach) must use the assigned card and not loan the card to other coaches.
- b. An **ITEMIZED** receipt must be obtained from the vendor each time the card is used. It is the responsibility of the Coach assigned the card to contact vendors for lost receipts.
- c. The cardholder (coach) is responsible for immediately notifying PNC Commercial Card and Athletic Department if the card is lost or stolen.
- d. Each cardholder (coach) must acknowledge receipt of the purchasing card, understand the rules of usage, and sign the user agreement. Failure to abide by this Purchasing Card policy may result in disciplinary action. The cardholder will be required to reimburse Georgetown ISD for any unauthorized transactions. By accepting and using the card, you agree to allow payroll deduction for any funds due to the District from you for any unauthorized transactions.
- e. The Cardholder must upload receipts as per their campus directive within **24 hours of return from the trip.**
- f. The cardholder (coach) must return Travel Card to Staff AT before school the next school day
- g. **The Coach traveling is responsible for hotel reservations and pre-authorizations.**

D. Sales Tax

As a tax-exempt government agency, the District does not pay sales tax. Cardholders will be provided a copy of the District's tax exemption certificate. Cardholders are then responsible for ensuring that the merchant does not include sales tax in the transaction. If tax is included, the cardholder will be responsible for reimbursing the tax amount to the District.



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E. Restrictions and Exemptions

Employees may not use the card for the following:

- a. Personal Use - NO exceptions
- b. Local/Single Meals
- c. Awards
- d. Equipment/Sporting Goods
- e. Membership Fees/Clinic Registration/Clinic Meals
- f. Online Purchases

These purchases should be planned so that a cash advance, check request, or purchase order can be processed

F. Obtaining A Travel Card

- a. Email the Campus Athletic Trainer at least 7 days prior to travel
- b. Arrange a time with the campus Athletic Trainer to sign out the district credit card

G. Revocation of the Travel Card

- a. Cardholders (coach) who do not follow guidelines may be denied the use of district card
- b. Individuals who lose card privileges may have to use a personal credit card and submit for reimbursement

H. Summary

- a. As a public entity, Georgetown ISD is expected to be able to demonstrate to the public that it has spent its tax dollars wisely. All participants in the purchasing card program are responsible for ensuring purchases made with the card are in accordance with the terms and conditions of this and all other policies of the District.
- b. I understand and accept the responsibility to access and read the policy and procedures, and to abide by the contents.
- c. **I understand that it is my responsibility, not the campus Athletic Trainers or Athletic Department Administrative Assistants, to complete hotel pre-authorization forms and obtain itemized receipts for all transactions while in my possession.**
- d. I further understand to direct any questions I may contact the Athletic Department at 512-943-5000 x 5106 or the Purchasing Department at 512-943-5000 x6064 or x6080.

I verify that I have read the GISD Travel Card Policy and Procedures.

Accepted by:

Signature: _____

Printed Name: _____

Campus/Dept.: _____