



YELLOW MEDICINE EAST – ISD 2190

Serving Clarkfield, Echo, Granite Falls, Hanley Falls, Hazel Run, Upper Sioux Community

Rich Schneider, Superintendent
450 9th Avenue - Granite Falls, MN 56241
Phone: 320-564-4081 - Fax: 320-564-4781

Credit Card Use and Procurement Procedure

The following information is intended to be direct guidance for the appropriate use of school-issued credit cards. All questions should be directed to the superintendent or the business manager.

1. Purchases made on a district card must be consistent with state law and the Office of the State Auditor.
2. The school board shall authorize the superintendent to annually identify the employees and officers authorized to make purchases on behalf of the district.
3. Credit card charges shall be limited to \$2,500 per transaction. Any purchases greater than this amount must seek prior approval from the superintendent of the superintendent's designee.
4. The authority to use credit cards does not authorize the creation of a new form of debt for the district. Credit cards are to be considered another form of authorized payment. Credit card charges shall be paid off on a monthly basis.
5. Purchases shall be limited to small purchases that are incurred in the regular course of business and for business travel expenses incurred by authorized credit card users or a primary function of their role at YME School District.
6. All original receipts and other supporting documents must be turned into the district's business office in a timely manner for review, authorization, and documentation.
7. The purchase of personal items is prohibited.
8. The purchase of alcoholic beverages and tobacco is prohibited.
9. Authorized users* may ONLY complete credit card purchases.
10. Cards are to be used for the areas designated by these specific departments. (For example, elementary purchases should not be made on the MS/HS credit card)
11. List of authorized users*:

District Office Credit Card

Denise Streich
Rich Schneider
Jeremy Wilcox
Tara Miller

MS/HS Office Credit Card

Krystle Enninga
Stacy Hinz

BRE Office Credit Card

Nicolle Kotek
Lisa Hansen

Comm Education/Activities Director Credit Card

Alyssa Hoffman
Tim Knapper

*Note - Any changes to the use or authorization of users must be made through the Superintendent.

Effective Date: 7/8/2024