

# WILLIAMSBURG COMMUNITY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: CREDIT CARDS

ADOPTED: July 2016

REVISED:

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| 625. CREDIT CARDS |   |
| 1. Purpose        | The Williamsburg Community School District’s Board of School Directors understands that the use of credit cards provides for ease and increased efficiency in the course of conducting certain district business. Furthermore, the Board recognizes the necessity of providing a mode for purchasing that will not cause a district employee to incur personal charges during the course of activities for the district, or will provide a purchasing method when approved materials/supplies/equipment cannot be completed using the standard purchase order procedures.   |
| 2. Authority      | The Board directs that credit cards be made available by the Williamsburg Community School District (“school district”) for use by members of the administrative staff as recommended by the Superintendent and directs the Superintendent to develop guidelines that allow reasonable use of credit cards. The available credit line for any card issued under this policy shall not exceed \$10,000. The administrative staff will continue to follow all appropriate purchasing approval requirements prior to the use of the credit card as a method of payment. The administrative staff shall notify the business office when a credit card will be used for any purchases. The Business Manager is responsible for internal review of credit card invoices. Credit card users are responsible for adhering to Board policy and following administrative regulations. |
| 3. Guidelines     | <p>The following guidelines have been established for credit card use:</p> <ol style="list-style-type: none"> <li>1. The Superintendent will assign use of credit cards to authorized administrators based on administrative needs. This can include the Superintendent of Schools.</li> <li>2. Use of school district credit cards is for school business only.</li> <li>3. Credit cards shall be issued in both the administrator’s name and the school district’s name.</li> </ol>   |

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| <p>Pol. 317</p>                        | <ol style="list-style-type: none"> <li>4. School district credit cards shall not be used for personal expenses. Credit card users will be held liable for non-work related purchases and shall be required to reimburse the school district for any personal charges that may inadvertently be charged to the school district credit card within ten (10) business days of the notification of an amount owed, or in accordance with Pennsylvania law; the school district shall be authorized to deduct from wage amounts due purchases made by the employee. Misuse or inappropriate use of the credit cards shall lead to the loss of privileges with all credit card(s) and disciplinary action including suspension and/or termination.</li> <li>5. Credit card users shall not loan or otherwise make available their credit card to non-district personnel. Credit card users will maintain their cards at all times and not loan them to other district employees.</li> <li>6. Credit card users are responsible for all appropriate approval paperwork and providing detailed receipts for any charges made using the school district credit cards.</li> <li>7. The school district will continue to reimburse personal credit card bills for district-related business if incurred in accordance with the purchasing procedures.</li> <li>8. Credit card users are responsible for the safety and security of the credit card assigned to them. All credit cards must be returned to the school district upon termination, leave of absence, or the request of the school district. Credit card users shall be responsible for reimbursement of any costs for replacement of credit cards caused by the actions or the negligence of the credit card user.</li> <li>9. Any rewards of value earned as a result of the use of the card will be solely for the benefit of the district.</li> <li>10. All expired credit cards shall be immediately returned to the Business Manager for verification and destruction.</li> <li>11. Authorized users will show judgment, discretion and reasonable sense when utilizing the credit card to allow for efficient usage of the card when making an authorized purchase.</li> </ol> |
| <p>4. Delegation of Responsibility</p> | <p>The district Superintendent and Business Manager will ensure that proper accounting measures are in place for the use of district credit cards.</p> <p>References:<br/> School Code – 24 P.S. Sec. 510, 751, 807.1</p> <p>Board Policy – 317, 610, 611</p>  |