



District Procurement and Travel Card Manual 2025-2026

FEDERAL GRANTS COMPLIANCE NOTICE

All purchases made using a district credit card shall be in accordance with the District's School Board Policies (CH Legal and Local) and the District's Purchasing Procedures Manual. The district purchasing procedures shall comply with all federal, state, and local procurement requirements, including the new Education General Administration Regulations (EDGAR).

Table of Contents

Introduction.....	3
District Travel Card General Information	4
Credit Rating and Liability.....	4
Travel Authorization Procedures	5
Travel Using Federal Funds.....	6
Travel Card - Before the Trip	7
Travel Card - During the Trip	7-8
Travel Card - After the Trip	8
Staff only Meals	9
Staff Traveling With Students.....	9-10
Reimbursement without District Travel Card	11
Transportation: Personal	12
Transportation: Renting of Non-District Vehicles.....	12-13
Parking and Public Transportation	13
Airfare	13
Lodging.....	14-15
Travel Guidelines for Hotel Accommodations	14
Other Incidental Expenses While Traveling	14
Non-Allowable Travel Expenses	14-15
Cancellations.....	15
Traveling Outside the US.....	15
District Procurement Card Procedures	16
District Card Controls and Procedures	17-18
Credit Limits	17
Restricted Vendors	17
District Card Receipts	17
Lodging, and Sales and Use Tax	17
Returns, Credits, and Disputed Charges.....	18
Security of the District Card	18
Violations and Consequences	18
Lost or Stolen Cards	18

Introduction

This manual prescribes official Grand Prairie ISD District Credit Card procedures covering the use of district cards authorized by Grand Prairie ISD for the payment of official procurement of goods and services and travel expenses. It includes definitions, roles, responsibilities, and processes to address the operation of the GPISD District Credit Card Program.

The district card is authorized for the purchase of certain goods and services while on approved, official school business and the purchase of goods and services where a credit card is needed. The district credit card program saves taxpayers thousands of dollars by reducing administrative costs and providing a rebate. Compliance with this manual will maximize refunds and minimize the risk of fraud, waste, and abuse.

This policy applies to all GPISD employees and supersedes any previous versions.

District Travel Card General Information

These policies and procedures provide the general guidelines for using the district credit card. By electronically signing the travel authorization form: **(Please read carefully)**

- You show that there is an understanding of the intent of the program
- You agree to follow the established guidelines.
- Electronically signing the obligation form is an acknowledgment that the district card manual has been read and understood.

The following important points should be reviewed before using the travel card.

- District credit card is issued in the district name.
- All purchases made on the district credit card must be made by the person who electronically signed the obligation form.
- The district credit card must always be kept secure.
- Only use at places that accept Visa.
- May only be used for school-related travel or expenses that are listed on the purchase order.
- May only be used for paying for travel costs that have been pre-approved by the supervisor on the travel authorization form and/or purchase order.
- All detailed original receipts for purchases must be placed in your travel packet and returned within three business days after the trip to the purchasing department. There is an exception: in the event the original receipt has been destroyed, then a photocopy is an acceptable replacement. **It is imperative that you take pictures of ALL your receipts, in the event one is lost.**
- The purchasing department will reconcile the Bank of America statements, so receipts must be turned in on time.
- At no time shall the cards be marked on, defaced, placing identifiers such as stickers, left in your cars, etc.
- If the guidelines are not followed, future use of a district card will be revoked and may lead to disciplinary action, up to and including termination. Travel expenses incurred without a travel card will only be reimbursed after original itemized* receipts have been submitted along with approval by the supervisor.

Credit Rating & Liability

The district credit card program does not affect your credit rating in any way. GPISD District Cards carry a corporate, not an individual liability.

***An itemized receipt means that the receipt contains the vendor's name, the date of purchase printed on the receipt, as well as a specific description, and price for each item purchased.** A receipt will not be accepted as "itemized" if the traveler writes what they ate/drank on the receipt.

Travel Authorization Procedures

- Employees who plan to travel must **electronically** complete a travel authorization form **twenty-one (21) calendar days before** travel, detailing the dates of the proposed travel, the purpose of the travel, and estimated travel expenses and send to your secretary/finance clerk.
- **Fourteen (14) calendar days before travel**, requisition must be created and submitted by the secretary/finance clerk for approvals. This allows time for questions, concerns, or corrections. Exceptions to the 14-day rule would be for situations like competitions in which there are no advance notifications.

The traveler is not guaranteed a district travel card if the above stipulations are not followed.

- In the event the traveler does not receive a district credit card for their travel, they will be responsible for paying all travel-related charges. Reimbursement may be requested from their immediate supervisor.
- The travel authorization form must be electronically approved by the employee's supervisor, the program manager if using federal funds, and the Superintendent if out of state travel.
- The supervisor will verify that the travel by the staff member is necessary, the costs are reasonable, and consistent with the district's travel policies.
- The program manager will also ensure that enough funds are budgeted and available for travel in the appropriate grant program before the employee incurs any travel expenditures.

TRAVEL USING FEDERAL FUNDS

There are EDGAR guidelines relating to travel using Federal funds. These guidelines state that funds cannot be encumbered or expensed until after the travel has taken place. For the district to be compliant with EDGAR guidelines, the following steps must be followed when entering a requisition for travel:

- Requisitions for travel must be entered using your 199 or activity fund accounts. Once the event/conference takes place, the account code can be changed to the Federal funds account (account code change can only occur if the purchase order has not yet been paid):
For example:
 - If you enter a requisition for airline tickets, you will use your 199 or activity fund account, once the traveler leaves for the trip, the account code can be changed to the Federal account and the vendor paid for the airline ticket.
 - The same process will follow for the rental car, hotel, etc.
- The exception is the funds for meals. Because the meal per diem is deposited in the traveler's personal bank account prior to them leaving, a journal entry for this expense can be entered to place to funds back to your federal fund account. The traveler **MUST** keep their receipts and return the receipts to the campus/department secretary/finance clerk.
- It is the responsibility of the campus/department secretary/finance clerk to keep track of these requisitions and communicate with finance when the change needs to be made and the account code to use for the journal entry. The amount that can be moved back to your 199 or activity funds is only the amount of the actual expense.

Travel Card – Before, During, and After Trip

Before the Trip

TRAVELER is responsible for:

- Completing and submitting an electronically signed travel authorization form. (Trips without prior approval will not have a card issued or be reimbursed)
- Electronically signing and submitting the travel obligation form. (Card will not be issued without the electronically signed Travel Authorization Form and the Obligation Form being electronically signed by the traveler.)
- Ensuring that the Superintendent or designee has approved all out of state travel.
- Attaching hotel confirmation to the electronically signed obligation form to the travel authorization form.
- Picking up the travel card in person from the Purchasing Department.
- If the traveler designates another person to pick-up their travel card, the traveler is responsible for knowing all the policies for using a district issued credit card.

SECRETARY/FINANCE CLERK is responsible for:

- Ensuring that adequate budgeted funds exist to cover all estimated expenses.
- Submitting requisitions for estimated travel expenses to Bank of America for lodging, parking, and public transportation, etc.
- Submitting a separate requisition to the vendor for registration. The district will obligate registration fees as personal services by a contractor (non-employee of the subgrantee) under 34 CFR 76.707 when federal funds are utilized. This will be the case to ensure all early bird rates can be taken.
- Submitting a separate requisition to Midway Travel or another vendor for airfare.
- Submitting a separate requisition to the traveler for mileage reimbursement when the requisition for travel is entered. (Do not include mileage on the travel card requisition)
- Submitting separate requisitions for each staff member that is using federal funds to pay for travel expenses.
- Ensuring the approved electronically signed travel authorization form and obligation form, conference registration form, and MapQuest are attached to the requisition.

During the Trip

TRAVELER is responsible for:

- Verifying hotel charges BEFORE you leave the front desk.
- **All unauthorized purchase(s) will be the responsibility of the traveler.** Any transactions on the district travel card that are not on the travel form and/or purchase order are unauthorized expenses.
- **No tips are allowed for meals or public transportation UNLESS student meals are on your district-issued purchase order and district card.**

-
- Use your travel card to only pay for your items (and students, if applicable). Do not pay for other travelers' expenses on the card issued to you.
 - Receipts with/for additional guest meals will become the responsibility of the traveler.
 - **For Staff Traveling with Students - Do not exceed per diem rates. Any charge over the per diem rate will need to be charged to the travelers' personal card.**
 - Ensuring all receipts from vendors are itemized* receipts. Copies of the original receipt will be accepted if the original receipt cannot be found or lost. **It is the recommendation of the district for employees to take photocopies of each receipt charged with the district card. In the event you lose a receipt while shopping, the district will accept the photocopy receipt.**
 - Securing the card throughout the trip and immediately notifying Bank of America and the Purchasing Department in case of loss or theft.
 - Immediately contact the supervisor and the Purchasing Department, in the event the trip is extended due to extenuating circumstances such as weather or other delays, to request additional funds be added to the travel card and extension of authorized travel dates.
 - Contact the Purchasing Department if any issues with the card arise. If issues with the card arise and the traveler fails to contact the Purchasing Department, any out-of-pocket expenses may not be reimbursed.
 - Ensuring all receipts from vendors are itemized* receipts. Copies of the original receipt will be accepted if the original receipt cannot be found or lost. **It is imperative that you take pictures of ALL your receipts, in the event one is lost.**

After the Trip

TRAVELER is responsible for:

- Returning all receipts and travel cards to the PURCHASING DEPARTMENT within three (3) business days after the trip (receipts and cards should be returned in the travel packet).
- Any unauthorized expenses on the card must be paid within three (3) days of the Purchasing Department request to reimburse. If reimbursement to the district is not paid within three (3) days, funds will be payroll deducted.

SECRETARY/FINANCE CLERK is responsible for:

- Receiving in Skyward for rental cars and Midway Travel Agency purchase orders.
- The PURCHASING DEPARTMENT will receive Bank of America Card Purchase Orders.
- The PURCHASING DEPARTMENT will approve the Mileage Reimbursement once the credit card has been reconciled.

***An itemized receipt means that the receipt contains the vendor's name, the date of purchase printed on the receipt, as well as a specific description, and price for each item purchased.** A receipt will not be accepted as "itemized" if the traveler writes what they ate/drank on the receipt.

STAFF Only Meals

District staff traveling without students, will now receive their travel meal per diem rates through Accounts Payable and the meal per diem will be deposited in your personal bank account. **Travel cards will no longer be loaded for staff meals.**

- Campus/department secretaries will be required to enter a DP (direct pay) requisition to the traveler for the meal per diem rates. An approved travel form will be required to be attached to the requisition before it is processed. The requisition will be submitted as a purchase order and will only be paid when electronic receiving has been done and the information emailed to Accounts Payable.
- Travelers who **do NOT** receive their meal per diem prior to travel will be required to pay for their meals with their personal funds and ask their secretary to enter a meal per diem rate reimbursement requisition after they return. **Funds will NOT be added to the traveler's card** for meals because all charges to a district account will be audited and documentation (itemized receipts) would be required.

Employee meal per diem rate is as follows: **\$61.00 per non-travel day and \$45.75 per travel day.**

- **Must have an approved purchase order at least 15 days before the conference date.**
- The conference agenda must be attached to the travel requisition.
- Any employee travel that is not an overnight stay is not eligible for food per diem. Per IRS (Internal Revenue Service) §162(a)(2); RR 75-170; RR 75-432

STAFF Traveling with Student Meals

Employee meal per diem rate is as follows: \$61.00 per non-travel day and \$45.75 per travel day, Student meal per diem rate is \$40.00 per day. Student meals will be added to the sponsor's travel card if the following requirements are met:

- Must have an approved purchase order at least 15 days before the travel date.
- The conference agenda must be attached to the travel requisition.
- Any employee travel that is not an overnight stay is not eligible for food per diem. Per IRS (Internal Revenue Service) §162(a)(2); RR 75-170; RR 75-432
- Itemized meal receipts are required and must be submitted to the Purchasing Department within three business days after returning from the trip. (Failure to submit will have a tax liability and other consequences per IRS Regulations)
- Tips/Gratuities are not allowed for Staff, STUDENT MEALS are allowed ONLY, up to 20%.
- A list of all sponsors and students must be attached to travel requisitions.
- A student travel cash card will be issued to travelers for student meal money in which the sponsor cannot be with the students during mealtime. The cash card can be accessed for cash at any ATM. However, it is advisable that you go inside the bank (preferably Bank of America) to make one withdrawal (a fee of 3% will be charged for each ATM swipe with a minimum of \$5.00). An ATM receipt will be required to be included in the travel packet along with the student disbursement form signed by the students. If the signed student

disbursement form is not returned with the travel packet, the staff member will be payroll deducted the amount of the cash withdrawal.

- Unusual circumstances may require meal per diem breakdown according to GSA rates for a specific area(s) and time.
- General and activity funds do not require a daily meal per diem breakdown. Exceeding the total monetary amount for meals listed on the purchase order is prohibited.
- Federal and grant funds require a breakdown per day for meals per diem. Exceeding the daily per diem rates on the purchase order is prohibited.
- Ensuring all receipts from vendors are itemized* receipts. Copies of the original receipt will be accepted if the original receipt cannot be found or lost. **It is imperative that you take pictures of ALL your receipts, in the event one is lost.**

Other Incidental Expenses While Traveling

- GPISD Student Incidental Expenses While Traveling
- Conference supplementary materials (pre-approval via purchase order is required)

An itemized receipt means that the receipt contains the vendor’s name, the date of purchase printed on the receipt, as well as a specific description, and price for each item purchased. A receipt will not be accepted as “itemized” if the traveler writes what they ate/drank on the receipt.

Reimbursement without District Travel Card

Travelers requesting reimbursement for expenses when a district travel card has not been issued will be required to provide proof of attendance.

Proof of attendance will need to be one of the following:

- Hotel folio, or
- Itemized meal receipts, or
- Gas receipts, and/or
- Conference badge

Transportation

Personal Vehicle

The mileage reimbursement rate is based on the Texas Comptroller of Public Accounts' approved rates. Travelers are required to calculate mileage by electronic mapping source www.Mapquest.com from their place of employment to the point of destination. The traveler must print out the driving directions provided by the site and attach them to the travel requisition.

If more than one district employee is attending the same conference/workshop, transportation is encouraged to be shared whenever possible.

A traveler requesting mileage reimbursement must provide the following:

- First, complete and pass a Motor Vehicle Records check with Risk Management.
- The district assumes no responsibility for privately owned vehicles used for company business.
- Executive Order 13513 prohibits employees traveling with federal funds from sending/receiving text messages or checking email while driving.
- Provide a copy of your automobile insurance and driver's license to Barry.Hosford@gpisd.org via email, or fax to 972-237-5589. This is required yearly.
- The vehicle owner must have public liability insurance in force with at least the minimum coverage required by Texas law. Any damage or loss to a privately owned vehicle used for district business is the owner's responsibility. Private insurance coverage serves as the primary policy for third party liability and physical damage to the vehicle. Vehicle owners are responsible for any deductible under the private auto policy.
- Failure to pass the Motor Vehicle Records check or provide proof of insurance will result in a mileage reimbursement request being denied.
- Mileage will be reimbursed once the travel packet has been fully reconciled.
- The district will only reimburse a traveler choosing not to fly out of state the cost of the airline ticket, not at the mileage reimbursement rate.

Renting of Non-District Vehicles for District Use

Employees requesting to rent a vehicle while on school/district business will need to complete the car rental and approved driver packet. The form is located on the Purchasing Department webpage at <https://grandprairieisd.finalsite.com/fs/resource-manager/view/c3e561c2-b36b-4721-9e11-0148b066847a>. The packet will need to be emailed to Barry.hosford@gpisd.org for driver approval and copied to monica.agnew@gpisd.org for renting the vehicle. The rental amount will be billed directly to GPISD. The secretary/finance clerk will be sent a copy of the confirmation to attach to the purchase order requisition to be completed to Enterprise Rent-A-Car or Hertz.

The secretary/finance clerk will need to receive the purchase order after completion of the rental for the payment to be processed.

Drivers will need to do the following:

- Present confirmation number.
- Waive liability insurance, GPISD is insured for rental vehicles. Travelers are advised to refuse insurance coverage offered by car rental companies, since such coverage would be a duplication and a non-reimbursable expense.
- Return vehicle with a full tank of gas or the amount deemed by Enterprise or Hertz. (Use district-issued travel card for rental car fuel).
- Fuel for a rental car will be loaded onto the district travel card if it was included on the electronically signed travel authorization form and the requisition.
- Expenses related to the operation of rental cars that are NOT reimbursable include: Texas sales tax, refueling charges for not returning the rental car with a full tank of gas (unless a sufficient reason for not refueling can be given), pre-paid fuel charges, and parking or traffic violation tickets the employee receives while on company business.

Parking and Public Transportation

Estimated amounts for public transportation, Uber, Lyft, shuttle, Metro, and/or parking, but not limited to, may be included on the electronically signed travel authorization form and the purchase order. This amount will be added to the travel card. Tips are allowed for if the traveler has **students** on their credit card. **Itemized* receipts must be submitted.**

Airfare

Airfare costs more than the basic, least expensive, unrestricted accommodation class offered by commercial airlines are unallowable.

Airfare may be booked through Midway Travel with an approved purchase order, or the traveler may book their travel, directly through the airlines only, with a district issued purchase order and credit card.

GPISD will only reimburse for one checked bag. (Up to 50lbs, exceptions may be made for unusual circumstances and must be preapproved)

***An itemized receipt means that the receipt contains the vendor's name, the date of purchase printed on the receipt, as well as a specific description, and price for each item purchased.** A receipt will not be accepted as "itemized" if the traveler writes what they ate/drank on the receipt.

Lodging

GPISD pays state rates according to General Service Administration (GSA) per diem rates for hotel accommodations plus city occupancy tax (State of Texas tax will not be covered or reimbursed). An estimated amount of lodging expenses should be included on the travel purchase order and will be added to the travel card if the below guidelines are followed:

Travel Guidelines for Lodging

- Out of town hotel accommodations must be a minimum of 50-miles from GPISD; exceptions will be made if travel is with students to a school-sponsored event or the traveler is a presenter at a conference requiring early mornings and late nights.
- Booking travel accommodations must be made through a housing bureau, Midway Travel, or the hotel directly. Third-party booking sites are prohibited, which includes but is not limited to Airbnb, Trivago, Hotels.com, Expedia, TripAdvisor, Priceline, etc.
- Reservations must be made with the employee's own personal credit card. The traveler must present the district issued travel card at the time of check-in. Any hotel charges made to the traveler's personal credit card may not be reimbursed.
- The traveler must present their personal credit card at the time of check-in for incidentals.
- The Hotel Occupancy Tax Exemption form must be used when traveling within the State of Texas. (Included with travel card packet)
- If more than one of the same gender employees are attending a conference or workshop, hotel accommodations are encouraged to be shared, but it is not mandatory.
- Employees choosing not to share are responsible for the balance above the per diem rate if using Federal/Grand Funds.
- The district will pay for employees' hotel expenses. If traveling with dependents (spouse, children, etc.), the employee may be responsible for all the hotel costs. (Dependent travel is not allowed with Federal/Grand Funds).
- The travel card will have the full amount owed to the hotel loaded on it. Therefore, balances above per diem rates should be paid by check to GPISD prior to the trip.

Other Incidental Expenses While Traveling

- GPISD critical business-related hotel internet charges
- Conference supplementary materials (pre-approval via purchase order is required)

Non-allowable Travel or Card Expenses

- Alcoholic drinks or beverages.
- Travelers are not allowed to purchase bulk package items unless they are traveling with students.
- Entertainment expenses, such as in-room movies, fee-based hotel amenities such as gyms, spas, etc.
- Expenses due to the traveler's failure to cancel a registration or travel arrangements.
- Expenses for spouses or other, non-district employees.

-
- Hotel Internet charges (unless the expense is work-related and pre-approved on the electronically signed travel authorization form).
 - Any charge that is not approved on the electronically signed travel authorization form and/or purchase order.
 - Gratuities/tip exception will be made if traveling with students to a school-sponsored event (not to exceed 20%). Student meals must be loaded onto the travel card issued to you for this exception to apply.
 - Any unlawful activities.
 - Cash advances (unless using the Student Cash Card)
 - The district travel card is only for use by the person who electronically signed the obligation form and is not available for use by other travelers, employee, or non-employee expenses.

Cancellations

The traveler who has been approved to travel but is unable to attend is responsible for following the procedure below:

- Immediately notify supervisor and Purchasing Department
- Return all advanced funds and/or travel card within three (3) business days to the Purchasing Department
- If travel was with students and they will attend with another sponsor, immediately notify the Purchasing Department so student travel funds can be transferred to the new sponsor's travel card.

Traveling Outside the US

When traveling outside of the United States, register with the Smart Traveler Enrollment Program "STEP," at <https://step.state.gov/>

The Smart Traveler Enrollment Program (STEP) is a free service that allows US citizens and nationals traveling to enroll their trip with the nearest US Embassy or Consulate.

Benefits of enrolling:

- Receive vital information from the Embassy about safety conditions in your destination country.
- Help the US Embassy contact you in an emergency, whether a natural disaster, civil unrest, or family emergency.
- Assist family and friends in contacting you in an emergency.

District Procurement Card Procedures

District credit cards may be used to make purchases if these procedures are followed:

- The credit card user will need to electronically sign the District Obligation Form and provide this form to the secretary/finance clerk
- The campus secretary/finance clerk will need to confirm that the vendor accepts credit cards for purchases
- The campus secretary/finance clerk will need to confirm if the vendor charges processing fees for using the credit card
- The secretary/finance clerk will need to submit a Bank of America requisition with the vendor listed and include purchase order term dates on the requisition.
- Credit cards can only be used for purchases from vendors not on the approved vendors list. Credit cards cannot be used to make purchases from a vendor on the district's approved vendor list.
- There is a \$5,000 aggregate limit per vendor using the credit card if the vendor is not on the approved vendor list. Once the \$5,000 limit has been reached the vendor will have to complete a district RFP in Ionwave.
- An email will be sent to the credit card user when the credit card packet is ready. The packet will be in the Purchasing Department.
- The credit card can **ONLY** be used for the vendor listed on the purchase order. Purchases incurred from a vendor other than the one listed on the purchase order are considered unauthorized charges and are the responsibility of the credit card user to reimburse the district for those charges.
- The credit card user must return the credit card and the itemized* receipt by the date listed on the packet.
- The purchasing department will reconcile the Bank of America statements, so receipts must be turned in on time.
- Ensuring all receipts from vendors are itemized* receipts. Copies of the original receipt will be accepted if the original receipt cannot be found or lost. **It is imperative that you take pictures of ALL your receipts, in the event one is lost.**
- At no time shall the cards be marked on, defaced, placing identifiers such as stickers, left in your cars, etc.
- If the guidelines are not followed, future use of a district card will be revoked and may lead to disciplinary action, up to and including termination.

***An itemized receipt means that the receipt contains the vendor's name, the date of purchase printed on the receipt, as well as a specific description, and price for each item purchased.** A receipt will not be accepted as "itemized" if the traveler writes what they ate/drank on the receipt.

District Card Controls and Procedures

Credit Limits

All travel cards have spending limits that are valid only for the days of travel. The limit will be based on the preapproved travel expenses on the electronically signed travel authorization form and/or purchase order.

Restricted Vendors

The travel card program will be restricted to use by certain types of suppliers and merchants. If the card is presented to restricted vendors, the authorization request will be declined.

District Credit Card Receipts

Always obtain a receipt when using the district card. It is every cardholder's responsibility to ensure there is an itemized* receipt for each purchase. Itemized receipts must be presented as documentation for purchases –the credit card charge slip is not considered adequate documentation. After the use of the district card, the original itemized receipts should be forwarded to the Purchasing Department. All original itemized receipts will be reconciled with weekly statements and filed for audit purposes after the appropriate payment has been made to Bank of America VISA. If a receipt is lost or stolen, the cardholder should obtain duplicate copies of receipts. If unable to obtain a receipt, the charges become the personal responsibility of the cardholder.

Lodging, and Sales and Use Tax

The district is a tax-exempt entity and does not pay sales tax for school-related expenditures in the State of Texas. The cardholder should present a sales tax exemption form when making a school-related purchase.

Tax on meals is acceptable; however, Texas state tax on lodging and subsequent parking fees are not. The traveler must present a Hotel Occupancy Certificate/Sales Tax Exemption Form (included in the travel card packet) to the hotel upon registration to avoid state taxes on lodging and parking at the hotel. The district is not exempt from city lodging taxes, venue fees, or other special taxes. The Hotel Occupancy Certificate/Sales Tax Exemption Form does not apply to lodging and parking outside the state of Texas.

If the cardholder fails to present a Sales Tax exemption form and/or Hotel Occupancy Certificate at the time of registration and taxes are charged, **the cardholder shall be personally liable for reimbursement of all taxes to the district.**

***An itemized receipt means that the receipt contains the vendor's name, the date of purchase printed on the receipt, as well as a specific description, and price for each item purchased.** A receipt will not be accepted as "itemized" if the traveler writes what they ate/drank on the receipt.

Returns, Credits, and Disputed Charges

Should a problem arise with a purchased item, every attempt should be made to first resolve the issue directly with the merchant. All returns must be reimbursed by credit to the account; cash or store credit refunds are prohibited. However, under unavoidable circumstances, cash will be accepted as credit. Credit slips and/or cash should be submitted in accordance with district guidelines.

Security of the District Card

The cardholder is responsible for the security of the card. It should not be posted in a work area or left in a conspicuous place.

- Do not make transactions on an open network.
- Do not email the credit card number or a photo of the credit card.
- Do not share the card number where others can hear.
- Do not take photos of the credit card or post photos of the credit card.
- Do not leave the credit card in your vehicle.
- The credit card should always be locked up in a secure place.

Violations and Consequences

The only person authorized to use the district card is the cardholder who is issued the card. The card is to be used for business purposes only. The card is not intended for personal use. Personal purchases will be considered misappropriation of district funds, a criminal offense, and will be reported to the proper authorities.

The card must not be used for other travelers or non-employee (such as family or friends) expenses.

Inappropriate use of the card or failure to abide by the District Card Manual will result in revocation of the card and possible disciplinary action, up to and including termination of employment.

Lost or Stolen Cards

If a district card is lost or stolen, immediately contact the bank's Customer Service at 888-449-2273. After contacting the bank, notify the PURCHASING DEPARTMENT @ 972-237-5516. All contact information will be provided in the district card packet.

Prompt action can reduce the district's liability for fraudulent activity.