



# CULTIVATING BRIGHT FUTURES



## **Santa Maria-Bonita School District District Credit Card Procedures Manual**

*Contracts & Procurement Department*



## 1. Purpose

This manual establishes standardized procedures governing the issuance, use, reconciliation, and oversight of Santa Maria-Bonita School District credit cards. District-issued credit cards are intended solely for authorized District business and must comply with District procurement policies and fiscal accountability standards.

## 2. Program Overview

District-issued credit cards facilitate approved District purchases while maintaining internal controls and financial oversight. Credit cards are linked to the District and do not affect an employee's personal credit profile.

## 3. Cardholder Responsibilities

Cardholders are responsible for safeguarding the credit card, ensuring purchases are authorized, maintaining receipts and supporting documentation, reconciling statements timely, and complying with all procurement procedures.

## 4. Purchase Order Requirement

A fully approved Purchase Order (PO) must be in place prior to making any purchase with a District-issued credit card. Unauthorized purchases may become the personal responsibility of the cardholder.

## 5. Credit Card Activation

Credit cards are activated only for approved dates and spending limits. Activation requests must be submitted to [purchasing-team@smbd.net](mailto:purchasing-team@smbd.net) and include the PO number, travel or shopping dates, per swipe limit, and total amount needed.

## 6. Online Purchasing Procedures

Online purchases are generally prohibited unless approved through the Procurement Office. Approved exceptions include conference registrations, hotel reservations, airfare, rental vehicles, software licenses, field trip tickets, custom orders requiring approval of a proof and approved catering.

## 7. Travel Procedures

District credit cards may be used for approved travel expenses including hotel accommodations including parking, conference registrations, airfare, and rental vehicles. Fuel purchases are only allowed for approved rental car travel.

## 8. Site or Service Area Stored Credit Cards

If a District-issued credit card is stored at the site or Service Area, the traveler or site administrator must request activation prior to travel. After travel, all receipts must be retained and submitted with reconciliation documentation.

## 9. Documentation Requirements

Cardholders must maintain complete and accurate documentation for all transactions, including itemized receipts, approved purchase orders, meeting agendas, attendance sheets, and proof of delivery when applicable.

## 10. Statement Reconciliation

Credit card statements must be reconciled within seven business days of monthly statement receipt. Reconciliation packets must include supporting documentation and signatures from both the cardholder and the Site Principal or Service Area Administrator.

## 11. Lost Receipt Procedures

If a receipt is lost, the cardholder must complete a Lost Receipt Affidavit form and submit it with the monthly reconciliation statement.

## 12. Prohibited Purchases

Prohibited purchases include personal expenses, alcoholic beverages, gifts or gift cards, hazardous materials, unapproved online purchases, furniture, equipment over \$500, and purchases involving conflicts of interest.

## 13. Lost or Stolen Credit Cards

Lost, stolen, or fraudulent credit card activity must be reported immediately to the Purchasing Department and U.S. Bank Government Services.

## 14. Misuse and Disciplinary Action

Misuse of a District-issued credit card may result in suspension or revocation of privileges, reimbursement obligations, disciplinary action, and additional administrative consequences.

## Purchasing Department Contact Information

Email: [purchasing-team@smbsd.net](mailto:purchasing-team@smbsd.net)

Extensions: 8175, 8176, 5996, 1106

## Requesting a District Credit Card

The procedure for requesting a District-issued credit card requires the department or site administrator to submit a request to [purchasing-team@smbsd.net](mailto:purchasing-team@smbsd.net). The request must include the staff member's full legal name, site or department location, email and contact information. Prior to issuance of the credit card, the employee must sign and submit a District Credit Card Employee Use Agreement acknowledging understanding of all District credit card procedures and responsibilities. A copy of the Credit Card Employee Use Agreement is included at the end of this manual.



## Santa Maria-Bonita School District Credit Card Employee Use Agreement

All purchases made with a District-issued credit card must comply with SMBSD policies and acquisition regulations. As a cardholder in the District's credit card program, I acknowledge the following responsibilities regarding the operation and use of the program:

1. **Authorized Use:** The District credit card will be exclusively used for approved District-related expenses. **The Card holder is not responsible for fraudulent charges.**
2. **Authorized Purchase Order (PO):** No purchases may be made without a fully authorized purchase order.
3. **Online Purchases for Goods & Services:** Online purchases for goods and services are prohibited. Online charges for conferences, trainings, catering and travel are allowed. Contact SMBSD Purchasing Department at ext. 5996, 8176, or 1106 for all other online purchases.
4. **Online Transactions for Travel, Conference Registrations, or Training** the District credit card may be used for allowable travel expenses, conference registrations, and training.
5. **Transaction Documentation:** I will maintain accurate records of all credit card transactions and receipts.
6. **Compliance:** I will adhere to all SMBSD policies regarding spending limits and allowable purchases.
7. **Personal Liability:** I acknowledge that I may be required to reimburse the district for any unauthorized purchases.
8. **Reviewing Statements:** I will regularly review my statements for discrepancies and promptly address any issues with the District Purchasing Department.
9. **Statement Reconciliation:** I will reconcile, sign, and submit monthly credit card statements within five (5) business days of receipt of the statement.
10. **Returning the Card:** I will return the credit card upon termination of employment or request from the district.
11. **Reporting Lost, Stolen Credit Card or Fraud Charges:** I will notify the Santa Maria-Bonita School District purchasing office at (805) 361-8176, 5996, 1106 or 8175 and U.S. Bank Government Services immediately at (800) 227-6736.

**By agreeing to these responsibilities, I commit to utilizing the credit card in accordance with the district's credit card program. I understand that any misuse of this authority may result in the immediate revocation of my credit card access.**

Last 4 Digits of credit card: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# PROHIBITED PURCHASES

## Prohibited Purchases Include, But Are Not Limited To

**The items listed below are prohibited and may not be purchased with the District credit card:**

- Alcoholic Beverages.
- Agreements/Signature required (hall or equipment/party rentals) Agreements are required to be routed through the contract approval process.
- Any purchase with an automatic renewal, digital subscriptions, or app recurring payment unless approved by the Purchasing Department.
- Chemicals or Hazardous Materials *(exception M&O Staff)*
- Computer Hardware and Software *(exception if approved by IT).*
- Costco purchases using a personal Costco Membership Card. To purchase at Costco, check out a district or site membership card, prior to shopping.
- Dental/Medical, Counseling Services unless approved by Student and Family Services.
- Ebay (contact the Purchasing Department).
- Equipment valued at over \$500.
- Food unless purchased following an approved lesson plan or being purchased for parent or staff meetings.
- Fuel unless using a rental car for district business and using a rental car. Fuel must be listed on your Purchase Order prior to travel.
- Furniture – contact the Purchasing Department.
- Gifts or gift cards for Employees, Parent Volunteers, Contracted Staff Members, or Students (including celebrations).
- Magazine Subscriptions unless preapproved.
- Meals while on district travel may not be charged to the district credit card.
- Personal expenses.
- Purchases from an SMBSD employee.
- Purchases in which an SMBSD employee participates in the purchase process (i.e., owns a share in a business).
- Purchases not appropriate for use within SMBSD (candles, diffusers, essential oils, glade plugins, air fresheners, utility or X-acto knives, liquid whiteout, rubber cement, super glue, spray paint, or any product that reads **“Keep out of reach of children”**).

***Note: Use of District credit cards is a privilege. If you have any questions regarding what to do or what is allowable, please email [purchasing-team@smbd.net](mailto:purchasing-team@smbd.net)***