Minneota Public School District
District Procedures

Adopted: August 2026

DISTRICT PROCEDURES: CREDIT CARDS

1. PURPOSE
   The purposes of this document are to:
   A. control the use of credits cards.
   B. ensure the proper usage of credit cards.
   C. authorize the use of a credit card by a school district employee otherwise authorized to make a purchase on behalf of the school district.

2. GENERAL STATEMENT
   Credit card usage shall be consistent with all statutes, laws, rules, and-or school district policies or procedures. Credit card usage must also follow recommendations made by the district’s auditors and the Minnesota Office of the State Auditor.

3. SCOPE
   These procedures apply to all employees who request access to the use of a district issued credit card.

4. PROCEDURE:
   4.1 The School Board shall authorize the Superintendent or designee to identify the employees who are authorized to make purchases on behalf of the district. Credit cards shall only be used by those employees authorized to make purchases.
   4.2 The Business Manager will maintain a listing of credit card accounts and a listing of personnel authorized to purchase with the respective credit cards.
   4.3 All credit cards will be kept in a secure place when not in use.
   4.4 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.
   4.5 All receipts and other supporting documents must be submitted to the district's Business Manager in a timely manner for review and approval – a timely manner is the same month as the purchase(s) was or were made.
   4.6 Itemized receipts are required for substantiation of credit card usage. If the school district does not authorize a credit card purchase, the employee who made the purchase will be personally liable for the amount of purchase.
   4.7 If a credit card is lost or stolen, the authorized user shall notify the district’s finance office immediately.

5. <u>AUTHORIZED USE</u>

5.1 All authorized users are required to provide a signed, written acknowledgement of the district's credit card policy prior to the use of a district issued credit card.

5.2 Any purchases using the credit cards must be within Independent School District #414 expenditure policies, procedures, practices and Minnesota Statute 123B.02 Subd. 23. Purchases not meeting these requirements will be the personal responsibility of the employee using the card.

5.3 Credit card charges must be within budgetary guidelines.

5.4 Credit card charges shall be limited to purchases that are made in the regular course of business and for business travel expenses incurred by authorized credit card users. Travel expenses shall include meals, lodging, conference registration, transportation, and parking.

5.5 The following information provides examples of purchases that are appropriate for the Minneota Public Schools' Credit Card:

- Fuel (District #414 owned vehicles only)
- Approved supplies for your program
- Conference/Seminar registrations
- Travel/Conference expenses (employee only)
- On-Line Purchases
- Wal-Mart
- Coborn's
- Other miscellaneous items that apply to your program and budget.

6. <u>UNACCEPTABLE CARD CREDIT PURCHASES</u>

6.1 Credit cards will not be used for cash advances.

6.2 The purchase of alcoholic beverages and tobacco is prohibited.

6.3 The purchase of non-business related and/or personal items and services is prohibited.

6.4 The following items define where the Credit Card is <u>not</u> an appropriate choice:

- Personal purchases (i.e., including spouse/family costs for attending a conference such as higher room costs, meals, etc.)
- Alcoholic Beverages/tobacco
- Lottery Tickets
- Cash Advances, or ATMS's
- Gift Certificates
- Fuel for personal use or vehicle

This list is not intended to be all-inclusive. If you have specific questions, please call the District Office for assistance.

7. <u>RESPONSIBILITIES</u>

7.1 Adhere to the procedures outlined in the document.

7.2 To meet State and District payment policies, it is required that you submit all original receipts with the monthly statement for all purchases made using the credit card.

7.3 If you purchase via phone or mail, require the merchant to include a receipt with the goods when the product is shipped to you. If that is not possible, you must obtain a packing slip when the shipment is received to document the purchase.

8. COMPLIANCE AND MISUSE

Misuse of the credit card includes:

- using the credit card for personal purchases
- Purchase of unauthorized items
- Use of the credit card by someone other than the cardholder
- Fraudulent or inaccurate record keeping
- Or diverting legitimate school purchases to personal use

In the case of misuse, the individual responsible will pay all transaction fees and forfeit further use of the credit card. Employees who violate this procedure may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties.

9. SALES TAX

9.1 Purchases of items by public schools for their own use are generally exempt from sales tax. The exemption applies to the public schools, not to the individual.

9.2 It is the cardholder's responsibility to notify the merchant that Independent School District #414 is tax exempt. The state tax exempt number and form are available from the District Administration Office. You will need to make a copy of the form, insert the vendor name, and then date the form prior to issuance (i.e., faxing or mailing). Do not distribute this form to any other employee in the organization. If they need one, they will be provided with a copy.

9.3 Additional information on sales tax for purchases is available at: www.taxes.state.mn.us.

9.4 Should you have additional questions, please contact the District Office for assistance.

10. RESPONSIBLE DEPARTMENT

The Superintendent and/or Business Manager are responsible for updating and maintaining these procedures, along with compliance with the procedures.

ACKNOWLEDGEMENT OF RECEIPT OF ISD 309 CREDIT CARD

I acknowledge that, on the date indicated below, I received my credit card. I have received a copy of the procedure policy explaining the use and responsibilities of the credit card.

I understand that:

- The Independent School District #414 credit card can be a cost-effective method for the purchase and payment of small dollar material transactions.
- The credit card is to be used solely for business purchases; not personal purchases.
- I am responsible for reconciling monthly statements and maintaining accurate accounting records.
- Should my employment with Independent School District #414 terminate, I am responsible for returning the credit card to the District Office.
- If the credit card is used for personal purchases, for unauthorized items or by someone other than myself with my knowledge, I hereby agree to personally pay either Independent School District #414 or the vendor for such purchases and hereby authorize Independent School District #414, if necessary, to withhold from my paycheck any amount necessary to pay these charges.

Name of Cardholder: ________________________________ Date: _____________
(Please Print)

Cardholder's Signature: _________________________________

NOTE: In addition to the above consequences for misuse of the credit card, Independent School District #414 retains the right to take further action, whether in the form of disciplinary action, termination of employment, and/or legal prosecution, in the event of gross misuse or fraud involving District funds, criminal charges may be filed.