

POLICY FOR DISTRICT CREDIT CARD USE

The Trout Lake School District recognizes that the use of a credit card is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency. The district also recognizes credit cards to be an appropriate and useful means of making payments for a variety of types of purchases; some examples include departmental supplies, subscriptions, online purchases, and recurring vendor payments (where appropriate).

The Administration shall implement and administer the following policies related to the use of credit cards by Trout Lake School Employees.

DISTRIBUTION

The District credit cards may be directly issued to those TLSD employees who, in the opinion of the Administration and Business Manager, have job responsibilities, which could be more easily facilitated by the use of a credit card, and the credit card use would benefit the district. The credit card should be issued by someone other than the person who has accounts payable responsibilities.

AUTHORIZATION AND CONTROLS

Credit card transactions shall comply with the district's purchasing and contracting guidelines, Washington State regulations and federal regulations. The Superintendent will be the responsible authority for designating a "District Credit Card Administrator" who will set up and maintain each district credit card.

The District Credit Card Administrator will be responsible for the overall administration of the credit card program by reviewing, reporting and coordinating all aspects of the program. The administrator will act as the liaison between the banking entity and the district.

The District Credit Card Administrator will be the custodian of the district credit cards and will maintain a log for checking out and checking in the district credit cards.

CREDIT LIMITS

The Trout Lake District Credit Card User Agreement shall specify the employee's single purchase transaction limit and their monthly transaction limit as determined by the Business Manager. No credit limit shall exceed \$10,000.

DISALLOWED CHARGES

The following uses are not authorized credit card purchases:

- Items or services for personal use
- Capital equipment
- Cash advances
- Alcoholic Beverages
- Fuel for privately owned vehicles
- Charges made outside of an employee's authorized authority
- Purchases restricted by other policies and guidelines

No employee shall use the district issued credit card for non-district business or personal use. Any employee using a district card for non-district business or personal use may be subject to disciplinary action and shall be billed by the district for all such unauthorized charges. Disallowed charges, or charges not properly identified, will be paid by the employee before the credit card billing is due. The district may withhold any amounts from funds owed to the employee in default.

Any employee with a demonstrated history of charge card defaults may be barred from using the district credit cards by the Superintendent or the Principal, as appropriate.

RECEIPT OF GOODS AND SERVICES

The issued cardholder is responsible for ensuring the receipt of goods and services as ordered and any follow up with the vendor to resolve delivery problems, discrepancies or damaged goods. Should any item need to be returned to the vendor, the issued card holder for the purchase will follow the vendor return policy and be responsible to ensure that proper credit is posted for said return.

DOCUMENTATION

Employees incurring expenses with a district credit card are responsible for acquiring the appropriate approval for their supervisor. Employees incurring expenses with the district card are responsible for providing detailed documentation to the District Credit Card Administrator within 14 days of the purchase. If a receipt is lost, it is the responsibility of the user to contact the vendor and request a replacement receipt or an Affidavit of Lost Receipt must be provided.

Documentation must include an **itemized receipt** signed by the employee with an explanation of the charge, and if applicable, a packing slip indicating the receipt of goods.

Employees who have not submitted appropriate credit card documentation by the 14 day threshold, may have their credit card use temporarily suspended until the documentation is received. Continual offenders may have their credit card privileges cancelled at the discretion of the district administration.

PAYMENT OF BILLS

The District Credit Card Administrator will reconcile the monthly billing statement with the itemized receipts. A summary of transactions per employee will be forwarded to the administration for review, expense account confirmation and approval.

CARD SECURITY

The district credit cards will be kept in a secure location. District credit cards checked out to individual employees are to be used only by that employee during their check out period. District credit cards will be secured when not in use and should be accessible by the designated agents.

District Credit Cards **will not be used** on personal Amazon accounts unless written permission is granted by the superintendent or designated agent.

District credit card information shall not be saved, stored, retained, or recorded as a payment method on any website, online account, mobile application, browser, software platform, vendor system, or electronic device. District credit card numbers may only be entered at the time of an authorized transaction and must **not** be retained for future use. Exceptions may be granted only with prior written approval from the Superintendent or the Superintendent's designee.

It is the responsibility of the issued card holder to immediately report a lost or stolen credit card.

Use of District Credit Cards will be pursuant to the Use of school district credit cards will be pursuant to the district's formally adopted Credit Card Use Policy and state purchasing regulations.

Legal References:

Board Policy 6213
Legal References RCW
42.24.115 and 43.09.2855

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Trout Lake School District
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