WALLINGFORD SWARTHMORE SCHOOL DISTRICT

200 SOUTH PROVIDENCE ROAD, WALLINGFORD, PENNSYLVANIA 19086-6334

Credit Card Administrative Procedures

Title: Use of District Credit Card

Purpose: Establish guidelines that allow efficient use of credit for specific and emergent district expenditures while maintaining sound fiscal and audit practices.

Date Guidelines
Approved/Amended: April 14, 2020 / February 9, 2021/ November 6, 2025/ June 24, 2026

Credit cards are **not** meant to supplant the district's purchasing procedures. If possible, the item MUST be acquired through the district's standard disbursement method. Credit card purchases are meant for conference travel, online registration and acquisition where purchase orders cannot be provided, and emergency purchases.

Procedures

1. All purchase requests must be completed on the credit card authorization form and can either be emailed to the Business Office at procurement@wssd.org or provided to a Business Office designee.
2. The district credit card may only be used by the person who signed it out. The card cannot be distributed to anyone.
3. All purchases must be for the specific purpose(s), reflected on the completed form, which were approved by the Budget Manager and the Business Administrator or Designee.
4. The card information cannot be stored for auto renewals or future use.
5. Making copies of the card or storing the card information is prohibited.
6. All purchase requests must include a "not to exceed" amount.
7. If the purchase is for a professional development event, said professional development must be pre-approved by the Superintendent. Written approval is required as part of the purchase request.
8. The credit card user must sign out the card with the date the card is being released. The card must be returned immediately after the purchase or event. Upon return, the card must be signed back in with the date of return.
9. The district tax-exempt number is on the credit card. **It is the responsibility of the credit card user to make the vendor aware of this, and to have the store "waive" the sales tax.** If needed, tax exemption forms can be obtained from the Business Office.
10. The completed form and original itemized receipt(s) must be signed by the credit card user, and the requisition must be entered into eFinance under vendor "Various Pcard Vendors" **within three business days of the purchase/event.**

Note: Please be advised, failure to comply with the district's credit card guidelines will result in any charges incurred while the card is signed out from the Business Office becoming the responsibility of the cardholder and terminate your future use of the district credit card.

Credit Card Authorization Form

Email completed form to procurement@wssd.org or bring to the Business Office

SECTION 1:

Requester: _____ Date: _____

Department/Building: _____

Vendor (Company/Store/Hotel/Website): _____

Conference, Tournament, or Hotel Dates (if applicable): _____

Reason for purchase: _____

Not to Exceed: $_____

Budget Code/Account code: ____-_____-_____-___-_____-___ _____

Amount $ _____

Budget Code/Account code: ____-_____-_____-___-_____-___ _____

Amount $_____

Budget Manager Pre-Approval: _____ Date: _____

Business Office Pre-Approval: _____ Date: _____

SECTION 2:

PURCHASE INFORMATION

Please be sure to upload receipts as attachments when entering the requisition.
Please be advised, requisitions MUST be entered within three business days of purchase/event.

Requisition completed: #_____ Receipt Totals: $ _____

All purchases should list billing details as follows:
Billing Name: Wallingford-Swarthmore School District
Address: 200 S. Providence Road, Wallingford, PA 19086.
Primary Contact: Accounts Payable **Phone:** 610-892-3470 x1311
Email: accountspayable@wssd.org