

Oglala Lakota County School District 65-1

Connie Kaltenbach
Superintendent

Sophia Conroy
Business Manager

Anne Eagle Bull
Director of Human
Resources



OLCSD Mission
To Strengthen the Lakota Identity and
Values of Students and to Assure Their
Overall Well-Being and Academic Success.

PO Box 109,
Batesland, South Dakota 57716
605-288-1921
www.olcsd.com

Bryan Brewer, Sr.
President

Robert Two Crow
Vice-President

Debbie Blue Bird
2nd Vice-President

Chuck Conroy
Andrea Eagle Bull
Board Members

Oglala Lakota County Credit Card Agreement

This agreement must be signed each year when an employee is issued a district credit card.

I understand that the credit card issued to me must only be used for allowable purchases and I will not use the credit card for personal purposes. If personal charges are conducted with the district credit card, the entire amount will be deducted from the employee's payroll check and the employee will face disciplinary consequences.

I understand that I must submit a purchase order prior to using the credit card and that I will be responsible to reconcile each month with all of the receipts to the Business Office no later than the 5th of the next month.

If I do not submit the purchase order and receipts within the timeline provided, the entire amount of the purchase will be deducted from my payroll check.

If I do not adhere to this agreement, I face the consequence of having the credit card revoked.

Employee Signature

Date

Business Manager

Date

Superintendent

Date

Oglala Lakota County Credit Card Procedures

1. Purchase orders must be completed prior to using a district credit card.
2. In the event of an emergency, the card holder must contact the Business Manager immediately and follow up with the purchase order and receipts.
3. All credit cards are the property of Oglala Lakota County School District and authorized users shall take the necessary precautions to ensure the safekeeping of the card.
4. Each cardholder must read and sign a statement agreeing to adhere to the credit card procedures.
5. Purchases such as those costs associated with travel and equipment/supplies are allowed.
6. The credit card may not be used for any kind of personal purchase. **No exceptions.**
7. No cash advances will be allowed.
8. The purchase order must be approved.
9. The cardholder will be responsible for submitting the purchase order and receipts for payment processing. In cases where the card holder allowed another employee to use the card to make an authorized purchase, the initiating employee will be responsible to submit the approved purchase order and receipts to the card holder.
10. Receipts are required for all purchases and must accompany the purchase order.
11. Monthly credit card reconciliations must be completed and submitted to the Business Office by the 5th of the next month. Failure to submit completed reconciliation with the purchase orders and receipts, will result in the entire amount of the credit card purchases deducted from the cardholder's payroll check.

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Oglala Lakota County Credit Card Agreement Employee Usage Agreement

This agreement must be signed when an employee requests to use a district credit card.

I understand that the district credit card lent to me must only be used for allowable purchases and I will not use the credit card for personal purposes. I understand that if personal charges are conducted with the district credit card, the entire amount will be deducted from my payroll check and the I will face disciplinary consequences.

I understand that I must submit a purchase order prior to using the credit card and that I will be responsible to deliver all of the receipts to the card holder no later than the next working day.

If I do not submit the purchase order and receipts within the timeline provided, the entire amount of the purchase will be deducted from my payroll check.

Employee Signature

Date

District Card Holder

Date

Oglala Lakota County Credit Card Procedures

1. Purchase orders must be completed prior to using a district credit card.
2. In the event of an emergency, the card holder must contact the Business Manager immediately and follow up with the purchase order and receipts.
3. All credit cards are the property of Oglala Lakota County School District and authorized users shall take the necessary precautions to ensure the safekeeping of the card.
4. Each cardholder must read and sign a statement agreeing to adhere to the credit card procedures.
5. Purchases such as those costs associated with travel and equipment/supplies are allowed.
6. The credit card may not be used for any kind of personal purchase. **No exceptions.**
7. No cash advances will be allowed.
8. The purchase order must be approved.
9. The cardholder will be responsible for submitting the purchase order and receipts for payment processing. In cases where the card holder allowed another employee to use the card to make an authorized purchase, the initiating employee who used the card will be responsible to submit the approved purchase order and receipts to the card holder. If the procedures are not followed, the initiating employee will be responsible for the full purchase costs and the money will be deducted from the initiating employee's payroll check.
10. Receipts are required for all purchases and must accompany the purchase order.
11. Monthly credit card reconciliations must be completed and submitted to the Business Office by the 5th of the next month. Failure to submit completed reconciliation with the purchase orders and receipts, will result in the entire amount of the credit card purchases deducted from the cardholder's payroll check.

Board Approved: 1-12-2023