

POLICY OF OSAKIS PUBLIC SCHOOL, ISD 213

Approved by the Board on 12/12/2022

Policy #731: Credit Card Usage

The School District utilizes credit cards to expedite district expenditures and allow for ease of payment in instances where other monetary instruments would create unnecessary risk.

The School Board authorizes the Superintendent to designate credit card users based on job function, activity schedules, and/or other instances where a credit card is deemed necessary.

Where possible, credit card use will be minimized to irregular transactions; recurring transactions should be set up with other means of payments (invoicing, Automated Clearing House, etc).

Responsibility of the Credit Card User

- To use the card ONLY for acceptable purchases.
- To keep the credit card in a secure place when not in use
- To return the credit card to our District Office when not needed OR if they separate from employment with ISD 213
- To give the District Office immediate notice if a credit card has been lost.
- To provide detailed receipts and appropriate claims/disbursement/purchase order approvals that reconcile the credit card purchase and the purpose of the purchase.
- To notify vendors that the School is Tax Exempt. The School District's tax exempt number and form are available at the District Office.
- To notify the District Office if there is a charge that should be disputed, immediately or as soon as the disputed charge appears on a credit card statement.

Acceptable Credit Card Purchases

Any purchases using the credit cards must be within ISD 213 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. The following information provides examples of purchases that are appropriate:

- Fuel (should you be using a district vehicle)
- Conference/Seminar registrations
- Travel/Conference expenses
- Online Purchases
- Approved Supplies

Unacceptable Credit Card Purchases

The following items define where the Credit Card is NOT an appropriate choice:

- Personal purchases (i.e. including spouse, family costs for attending a conference such as higher room costs, coffee, meals not allowed under District Policy)
- Alcoholic Beverages/tobacco
- Lottery Tickets
- Cash Advances or ATM
- Gift Certificates

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- Fuel for personal vehicle use

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

Review of Credit Card Purchases

All credit card purchases will be reconciled and reviewed monthly to ensure our balance is paid monthly. The Superintendent, Business Manager, and Bookkeeper will review the statements monthly and affirm that detailed documentation follows each expense and such expenses are acceptable with proper authority approving. The District maintains a credit card for Office Use, a Credit Card for Travel Use, and a Credit Card for Superintendent Use.

The Credit Card for Superintendent Use will be reviewed by the Designated School Board Member and/or the School Board to affirm that detailed documentation follows each expense and such expenses are acceptable with proper authority approving.