

PALMER INDEPENDENT SCHOOL DISTRICT

Credit Card Manual



Purpose

The purpose of the PISD credit card/purchasing card program is to establish an efficient, cost effective method of purchasing and paying for **select transactions**. The credit card will mainly be used for pre-authorized travel expenditures (such as reservations, lodging, and field trips) and select other approved expenditures and business office payments with an approved Purchase Order. It can be used with vendors who can provide itemized receipts that will accept Visa as a form of payment.

Benefits

It will be useful for travel purposes and select other purposes.

Acceptable Uses

PISD credit cards may be used for approved travel and/or select **pre-approved** purchases that do not exceed the single purchase limit per transaction and a 30-day cycle limit. Itemized detailed receipts noting the purchase information are required for all transactions.

Purchasing & Documentation

All purchases on a Purchase Order (PO) must first be approved via a PO with backup documentation such as a quote, shopping cart, description of expense, or print out.

It is the users responsibility to ensure taxes are not charged on any credit card purchases. Tax exempt forms can be requested by emailing your campus secretary.

It is each card holder's responsibility to submit the required documentation to Accounts Payable and keep a copy of all submissions for their files. No photocopies or rubber stamps are allowed on any credit card documentation. PISD Business Office will retain all documentation for 7 years.

Audit/Review

Every PISD credit card purchase is subject to review and verification by business office personnel.

Purchasing Card Security

The credit card should always be treated with at least the same level of care that you treat your own personal credit cards. Keep your purchasing card in an accessible but secure location.

Guard the purchasing card account number(s), your User ID, and Password (if any) carefully. Do not post it at your desk or write it in any other place that is easily accessible by others. No other personnel should have access to your card, User ID, or Password.

Controls

The credit card program uses internal management controls to manage and audit the process to ensure that procedures are followed. Several controls are available to the district and may be implemented for each person that uses a school district credit card.

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Limits

Different limits may be set for each credit card, such as a single purchase dollar limit and spending limit per 30-day cycle. If you exceed your card's spending limit, your transaction will be rejected when you attempt to make a purchase.

Eligibility

You must be a PISD employee to participate at any level. At this time, only the Superintendent, Principals, and a few other personnel will have a card.

Program Management

All persons obtaining a credit card must first read and become familiar with this Manual.

After signing the Cardholder Agreement, the card will be issued to the holder as needed and returned with itemized receipts upon purchases.

Expired Cards

Expired cards must be surrendered at the time new cards are issued. Under no circumstances are valid credit cards to be sent via Interoffice Mail.

Lost or Stolen Cards

Report any lost or stolen card immediately to the Business and Finance Department.

The District is financially liable for the card in the event it is lost or stolen and is subsequently used. Upon business office notification of stolen card, the credit company will be notified. The card holder will be held liable for any purchases made before the card is reported lost or stolen.

Changes in Employment Status

Any departing employees must turn in their credit card to the Business & Finance Department prior to the last day of employment.

General Guidelines

The PISD credit card is issued in an individual's name and all purchases must be made by that specific individual. As an Authorized Card Holder, you are responsible for the security of the card and the transactions made with it. If guidelines are not followed when using the credit card, disciplinary action will result.

The PISD credit card number may be given over the phone to reserve a hotel room for any employee traveling on school district business. Note that usually only the card holder can actually charge the room to the card so any other employee would have to obtain a check to the hotel via the travel request form. For non card holders, you may be able to get an authorization form from the hotel, have the card holder sign the form, and send it with the non card holder employee to charge the hotel to the credit card.

When reserving a room over the phone or online, you may use the credit card to HOLD the room, if they confirm that no transaction will occur until the card is presented in person. Hotels may "block" (reserve a certain amount of credit) an authorization placed against your account. This is common practice to protect the hotel against theft, damages, unpaid contractual gratuity, movies viewed in the room, etc. This will not

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constitute a financial transaction; it will not post to the account until the transaction is finalized. This authorization (sometimes called a “reserve” or “hold”) will affect that account’s available balance for that cycle until you are issued a receipt. If the transaction is not finalized, those funds will not become available until the new cycle begins. When you sign your receipt, you are agreeing to the transaction total showing on the receipt.

Ensure that credit card transactions do not include Texas state sales or Texas hotel occupancy tax. In the event you have allowed an unauthorized or inappropriate charge, you will be required to reimburse the district for that expense.

Purchasing/Payment Guidelines

The credit card is not intended to avoid or bypass appropriate purchasing or payment procedures as outlined in Board Policy CH Local, PISD Business Office Procedures Manual. This program complements the existing processes available. The credit card is to be used for District business only. Personal purchases will be considered misappropriation of district funds, which constitutes a criminal offense and must be referred to the PISD Business & Finance Department.

Consequences for Failure to Comply with Program Guidelines

- Revocation of card.
- Disciplinary measures that may include termination and legal action.
- Card User may be required to reimburse PISD for inappropriate, restricted, or prohibited purchases.

Misuse of Card

Anyone suspecting fraudulent use or misapplication of the card should report this immediately to the Business & Finance Department.

Travel Forms

- A copy of the Travel Expense Form submitted for reimbursement should accompany any receipts for travel-related purchases (Travel Guidelines).
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Receipts

Itemized receipts are required for all transactions regardless of fund or vendor.

- “Itemized” means that the number of items purchased, specific description (i.e. “gen. mdse”, “misc.”, or “tax exempt item” are not adequate descriptions) and price for each item purchased must be provided, along with subtotal, tax exemption, and total. Vendor’s name must appear imprinted or stamped on all receipts. Adding machine tape with item description handwritten alongside is not an itemized receipt.
- Do not use highlighter over any writing on receipts because it will black out information on slick thermal paper.
- Receipts for credits are also required, must be itemized, and signed by card holder.
- Lost receipts are not an option. If a receipt is lost (whether for purchase or credit), the card user must obtain a duplicate from the Vendor. If a receipt is not obtained, the card holder must reimburse the district for any charges that will appear on the credit card.
- Any differences (between receipts and statements) are to be noted in writing.

Corrections

- Differences will be reviewed by Business Office and appropriate correction/clarification requests made to card holders via email.
- Fund Approver has 7 days to respond via email to any request before credit card activity for that holder is suspended.

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Disputed Items

If the Business Office audits the statement and determines some charges are disputable, we will immediately investigate these charges to determine if any abuse has occurred or if the charges are valid. Appropriate action will be taken by the Business Department to clear the disputed items.