

Watertown School District 14-4

CREDIT AND PURCHASING CARD USAGE

The Superintendent and Business Manager are authorized to obtain credit cards and purchasing cards (p-Cards) in the District's name for the purpose of purchasing items and services that are school related. The line of credit on these cards shall not exceed the following: general charge cards, \$25,000.00; fuel charge cards, \$1,000.00; and p-Cards, aggregated amount as determined by the School Board with maximum limits on individual/specific cards being determined by the Business Manager. The Business Manager is authorized to administer the credit card and p-Card usage by staff, administration and board members. Individuals making purchase are required to submit receipts and such other documentation to the Business Manager as required prior to the credit card bill being paid to allow for proper expense coding prior to submission to the School Board for final approval of payment. The Business Manager shall develop appropriate administrative procedures to accompany this policy to ensure the proper use of District credit cards and p-Cards.

The procedures shall include, but not limited to the following:

1. Procedures for the issuance, return and revocation of District issued credit cards or p-Cards, including consequences for individuals who make unauthorized purchases or who fail to return receipts as required.
2. Guidelines that establish acceptable purchases.
3. Appropriate single-purchase and monthly spending limits.
4. Procedures that ensure all card holders understand the District's credit and p-Card use policies, including a cardholder agreement that must be signed by each individual in possession of a District credit card or p-Card.
5. Procedures designed to comply with the District's financial audits, including any required documentation of original receipts.
6. Controls to provide for the periodic review and reconciliation of credit card and p-Card statements, including procedures that ensure purchases by employees are reviewed by someone other than the cardholder.

All benefits and/or revenue generated due to the use of the District's credit cards and p-Cards shall be the exclusive property of the District.

Policy

Adopted: 8/7/01

Revised: 3/9/09; 1/9/17