

5321 - School District Credit Cards

2011 5321

Non-Instructional/Business Operations

SUBJECT: SCHOOL DISTRICT CREDIT CARDS

General

This policy describes the safeguards and procedures established to provide for the use and security of District issued credit cards.

Safeguarding of District Policy

It shall be the duty of the District Treasurer or District Clerk to have custody of all credit cards. These shall be maintained in a secure location with limited access.

Each officer or employee shall sign a receipt for card placed in his/her custody and he/she will take the necessary precautions to ensure the safeguard of the card.

Upon return from travel, each officer/employee must promptly return the District credit card to the District Treasurer or District Clerk, signing a receipt indicating return. The theft or loss of any card must be reported by the officer/employee to the credit card company and District Office immediately.

Use of Credit Cards

Wayland-Cohocton Central School has a Chase Bank VISA card.

District employees, directors, administrators, and Board members may receive authorization from the Superintendent or Business Manager for use of the credit card. District credit cards are to be used for pre-approved reimbursable travel expenses, such as hotel accommodations, tolls, and meals, (exclusive of alcoholic beverages).

Authorization for use of card by any employee other than the Superintendent, Business Manager, Board-approved Board of Education member and Athletic Director, must be given permission for use in writing by the Superintendent or Business Manager.

Credit card expenditures will be charged to the appropriate budget codes and the original itemized receipts must be forwarded to the Business Office for all charges. A purchase order must be filled out for the expense obtaining the appropriate approval prior to the expense. Failure to submit original receipts for charges made may result in the officer/employee being personally liable for the undocumented charges. The following is the supporting documentation that must be provided for any transaction using

the credit card:

- a) An itemized receipt must support the transaction.
- b) The purpose of the transaction.
- c) Individuals in attendance should be noted on the receipt for all meals purchased.

Credit card has been issued in the District's name for use by officers and employees for reimbursable expenses incurred in the performance of their duties, provided that the claims are submitted within a reasonable timeframe to avoid incurring unnecessary service or finance charges.

Adopted: 4/11/11