

	ABERDEEN SCHOOL DISTRICT	NEPN Code: DGD-R
	POLICIES AND REGULATIONS	

CREDIT CARD USE: REGULATIONS

Credit Cards are used to improve processing efficiency and provide revenue share on School District purchases. Any revenue share paid by the credit card company to the District shall be deposited in the General Fund. The District will use two specific types of credit cards:

1. **Purchase Cards** – Will be used by District employees to purchase District-related supplies and services (see qualified purchases below).
2. **Gas Cards** – Will be used by District employees to purchase fuel for District vehicles and equipment used predominately in the City of Aberdeen (for example: grounds and maintenance staff, food service truck driver, technology employees, etc.).

A signed and approved Employee Credit Card Agreement for employees' authorized use of a credit card is required. The Employee Credit Card Agreement is to be filed with the Director of Finance. Cardholders are also required to follow the Credit Card Policies located on the District website.

Each card issued has specific card controls and limits, and merchant category exclusions. These limits will be authorized and maintained by the Director of Finance or designee.

Authorized use of the credit card is limited to the person in whose name the card is issued and may not be loaned to another person.

The credit card is for business-related purposes only. It may not be used for personal purchases. The credit card is District property and should be used only for qualified District purchases. The items listed below are examples of qualified and unqualified purchases.

Qualified Purchases:

Maintenance/repair/operations, facilities maintenance expenses, office supplies, stationery, forms, printing, books, periodicals, subscriptions, software, DVD's, CD's, computer supplies and maintenance, safety equipment or supplies, catering or small dining services, medical supplies, screen printing, travel expenses such as lodging, meals, registration fees and airline tickets (must have approved professional leave form), fuel for use of District vehicles and equipment.

Unqualified Purchases:

A product or service not considered an appropriate use of District funds, entertainment (bars, liquor stores, movie theaters, etc.), contract services, personal purchases, cash advances, money orders, fines, purchases in excess of transaction limits.

Cardholders, with the exception of the Director of Finance, or designee, will not be allowed to use the credit card for individual purchases of items greater than \$300 or cumulative purchases greater than \$1,000 each month without the approval of the Director of Finance or designee.

Employees authorized to use a credit card are responsible for obtaining a receipt for each purchase transaction and submitting the receipt to their Supervisor. The Supervisor must sign

and affix the proper account code to each receipt and submit the receipt to the Accounts Payable Technician on a weekly basis.

Employees shall reimburse the District for any charges that are disallowed by the Principal/Supervisor, the Director of Finance or designee.

Upon request by an authorized representative of the District or upon termination of employment, each employee must return the credit card to the Director of Finance.

The District Finance Office shall make monthly payments to the credit card company for credit card purchases.

ADOPTED: November 8, 2010
REVISED: December 8, 2014
REVIEWED: August 26, 2019