



HARRISBURG SCHOOL DISTRICT CREDIT CARD USE

Upon approval of the Business/HR Manager, the District Office is authorized to issue credit cards on an as-needed basis to District employees. Any credit card issue shall be for a specific purpose and a limited period of time. A record of all cards issued, to whom, for what purpose, and a return date will be kept in the District Office.

School Credit Cards may be used for the following purposes only:

1. Repairs or other emergency purchases needed for school vehicles while traveling.
2. Lodging in the event direct billing is not available.
3. Emergency purchases for school related items where sufficient time is not available in which to follow regular business requisition procedures.

All receipts for purchases are to be turned in with card and completed voucher.

Each District employee issued a credit card shall sign the agreement below.

CREDIT CARD ISSUANCE AGREEMENT

I HEREBY AKNOWLEDGE THE RECEIPT OF A HARRISBURG SCHOOL DISTRICT CREDIT CARD. I HAVE READ AND UNDERSTAND THE GUIDELINES SET FORTH ABOVE AND AGREE TO ITS TERMS. WHILE IN MY POSSESSION, IF ANY PURCHASE IS MADE WITH THE CARD THAT IS UNAUTHORIZED, FOR A PURPOSE OTHER THAN THE ALLOWABLE PURCHASES LISTED ABOVE, OR DOES NOT HAVE AN ACCOMPANING RECEIPT, I UNDERSTAND I AM RESPONSIBLE FOR THE PAYMENT OF SUCH ITEM VIA PAYROLL DEDUCTION AND COULD BE SUBJECT TO DISCIPLINARY ACTION. IN THE EVENT THE CARD IS LOST OR STOLEN, I WILL IMMEDIATELY NOTIFY THE DISTRICT OFFICE.

Name

Vendor & Card #

Purpose of Card Use _____

Signature

Check-Out Date

Signature & Return Date

Supervisor Approval

Authorized Amount

Business Manager