

# Credit Card Usage Rules

- 1) The card is solely and exclusively to be used for purchasing goods and services for the authorized business purposes of the School District of Cambridge.
- 2) The cardholder agrees to only make authorized purchases that have adequate budgeted dollars set aside and to use the district's tax exempt status at all times (Note: ES number is printed on each card).
- 3) The Faculty/Staff Member shall checkout the card only for the time absolutely necessary to handle the registration, order, purchase, etc. (Preferred maximum timeframe is 24 hours. Checkout for more than 2 days requires principal approval).
- 4) During the entire checkout period, the Faculty/Staff Member agrees to be the only one in possession of and the only user of the card.
- 5) The Faculty/Staff Member shall submit the printed purchase order with attached receipts **immediately** upon return of the credit card.
- 6) The Faculty/Staff Member shall immediately notify the bank in the event of a possible loss, theft, or unauthorized use of the card by notifying the bank by phone at (800) 361-3361 or by fax notice to the bank at (888) 224-5394. The Faculty/Staff Member shall also immediately notify the business manager of possible loss, theft, or unauthorized use of the card.
- 7) The Faculty/Staff Member shall immediately indemnify the School District of Cambridge for any improper or unauthorized expenditure and for any and all costs and expenses (including attorneys' fees and expenses) incurred by the Board in recovering improper or unauthorized expenditures by the Faculty/Staff Member.

\* Be prepared to present your employee id when using the card \*

\* Do NOT spend more than the approved purchase order total \*

# Credit Card Usage Procedures

Create a Requisition and Submit for Approval  
Using Credit Card Checkout as the Vendor

(see "Create a Requisition" for assistance)



After your Requisition is approved,  
Print the Purchase Order

(see "Print a Purchase Order" for assistance)



Present your printed Purchase Order to your Building  
Office Manager to Checkout the Credit Card



Handle your registration, order, purchase, etc.  
Remember tax exempt!

Get Printed Copy of Receipt(s) and  
attach Receipt(s) to your Printed Purchase Order,



Return Credit Card and Printed Purchase Order with  
attached Receipt(s) to your Building Office Manager.

If you choose to process your credit card transaction  
non tax-exempt, also attach payment to reimburse  
the district for the tax amount.