

CREDIT CARDS

(Credit Cards and/or Procurement Cards)

Use of Credit Cards/ Procurement Cards

The Governing Board acknowledges that instances may occur when ready payment for goods or services is in the District's best interest. Therefore, the Board authorizes the Superintendent to secure and assign controlled-limit credit/procurement cards to designated personnel. District-assigned credit/procurement cards may not be used for personal expenditures.

The use of credit/procurement cards is to be closely monitored and payment of statements for authorized purchases are to be made as promptly as possible to avoid fees and charges for the use of such cards.

The Superintendent is directed to develop regulations for the use of District-assigned credit/procurement cards. Such regulations are subject to Board review and approval.

The Board reserves the right to revise or rescind this policy at its sole discretion.

Definition of Credit/ Procurement Card

The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the applicable Visa, Master Card, Discover, American Express or petroleum company logo.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-342
38-621
38-622
38-623
38-624
38-625

Uniform System of Financial Records

CROSS REF.: DKC - Expense Authorization/Reimbursement

REGULATION**REGULATION****CREDIT CARDS****Purposes**

The issuance and use of a credit card is to provide an alternative purchasing mechanism when traditional payment/procurement methods are not feasible.

A credit card may be used to facilitate the payment of travel expenses such as hotels, meals and registrations for training and education while conducting District business, including fuel for District-owned vehicles.

Authorized Card Holders

The Superintendent, Business Manager and employees with the written authorization of one of them are authorized card holders.

Persons designated as authorized credit card holders must agree to abide by the procedures described in this regulation.

The holders will be held liable for any unauthorized use of a District-assigned credit card, which may result in disciplinary action up to and including the loss of employment and other actions provided by law.

Except for business department personnel performing authorized office duties, no person other than a designated holder is to have access to or use of a District-assigned credit card.

Scope

The credit card is to be used only when the items and/or services to be purchased are for the official use of the District. *No personal use of a credit card is allowed.*

District-assigned credit cards may be used only when one (1) of the following conditions exists:

- When a vendor will not accept a purchase order or offer billing terms.
- When the purchase must be made during an "emergency." For the purpose of this regulation, *emergency* means payment for a purchase must be made before the next accounts payable check run. A memo bearing the Superintendent's signature of approval must be presented explaining the circumstances and nature of the emergency.
- When a revolving fund check cannot be used.

REGULATION**REGULATION****Credit Card Purchasing
Limitations**

The following are District-established credit card purchasing limitations for credit cards issued to individual employees, made without prior written authorization of the Business Manager.

- A single purchase may not exceed a maximum of two thousand dollars (\$2,000).
- Cumulative purchases by a card holder may not exceed two thousand dollars (\$2,000) during a statement month.

The following limitation pertains to credit cards issued for refueling District passenger vehicles *other than buses*.

- A single purchase may not exceed a maximum of thirty (30) gallons.

A purchase made using a District-assigned credit card may not violate any District purchasing policy or regulation. All purchases must be appropriate and in the best interest of the District. Violation may result in termination of the employee's credit card privileges.

**Credit Card Transaction
Requirements for Physical,
Verbal, and Internet Orders**

When a District-assigned credit card is required for a physical, verbal or internet purchase, the following steps must be taken:

- Prior to use of the credit card, the card holder is to submit a purchase order requisition form to the District business office accompanied by the following:
 - A detailed description of the items and/or services to be purchased using the credit card.
 - The date the purchase will be made.
 - The actual amount of the purchase. If the actual amount is not known an estimate may be stated, but *the amount of the purchase cannot exceed the stated amount*.
 - Proper account coding information.
 - Signatures of the requester and the approving authority.

REGULATION**REGULATION**

- The holder must verify that a purchase order has been created and approved *before* a credit card transaction occurs.
- When a credit card is used the card holder must promptly submit all receipts and other related documentation to the business office. The documentation should clearly indicate the employee making the purchase and the specific school purpose for the expenditure. Receipts for fuel or vehicle repairs are to include the vehicle license number.

Credit card statements must be addressed directly to the business office and not to the card holder. All purchase transaction receipts must be reconciled to the monthly credit card statements prior to entry on an expense voucher. As credit card companies may charge fees and interest, payments must be made in a timely manner to avoid finance charges.

**Use of a Credit
Card for Travel**

Reservations must be made through the purchasing office. A completed professional leave form must be submitted along with the necessary information. The business office will provide the credit card information to the selected vendor.

CREDIT CARDS

The District has the following credit cards for emergency use or use when a vendor will not accept a School District purchase order. The credit cards include: Lowe's, Home Depot, Wal-Mart, Chevron, Pilot and Flying J.

In order to use one (1) of the cards listed above:

- The employee must present a completed requisition form signed by their administration.
- A requisition form must be presented to the business manager for coding and approval.
- The employee must "check-out" the credit card showing the District approval. The payroll clerk will have the employee sign out the card on the credit card log. The employee will then be given the card which is kept in the vault.
- After the employee has used the card, the employee will immediately return the card to the District office along with their receipts.
- The payroll clerk will log the date and time the credit card was returned.
- The receipts will be given to the accounts payable clerk for payment.
- Credit card bills are to be paid as soon as possible to avoid late charges.