

SCHOOL DISTRICT CHARGE CARDS

Webster County Schools currently holds **credit cards** for the following vendors: MasterCard, Lowe's, Sam's Club, and Wal-Mart. Authorized users of **credit cards** are on file in the Central Office by vendor and can only be used by these authorized personnel. All credit cards (except Sam's Club which is locked up at the school level) are locked at the Central office and must be signed out by an authorized user.

Credit Card purchasing shall take place as follows:

A requisition form should be filled out and submitted to the principal or supervisor. Requisition forms must be signed by the principal or supervisor and are available in each school office.

1. A copy of the requisition form will be sent to the Central Office to be approved.
2. Once approved, the Central Office will fill out a purchase order (3 copies). One copy will remain in the Central Office for permanent records, one returned to be filed within the school, and one to be given to vendor at time of purchase.
3. A purchase order must accompany credit card at the time of purchase.
4. A credit card receipt must accompany the purchase order marked received, dated, signed, and sent to the Central Office. Payment will not be made until receipt is received in Central Office. In the event an employee does not return receipt with the purchase order, the employee will be personally liable for the payment.

ADOPTED: November 10, 2008
Webster County School District