
BOARD POLICY**Descriptor Code: DJEAC**

Purchasing or Credit Card Use

The Board of Education authorizes the use of purchasing cards and credit cards by authorized employees and board members for purchases of items or services that directly relate to such card user's duties or responsibilities for the school district in accordance with procedures established by the Superintendent or designee. Such procedures shall provide for the following:

- (1) Designation of users who are authorized to be issued district purchasing or credit cards;

Superintendent and anyone the Superintendent authorizes to use.

- (2) A requirement that, before being issued such cards, authorized users shall sign and accept an agreement that they will use such cards only in accordance with the district's policy and procedures;

Employee must sign policy agreement prior to use of card. Agreement will be kept on file at the Central Office.

- (3) Transaction limits for the use of such cards;

Pre-Approved by the Superintendent Only

- (4) A description of purchases that shall be authorized for use of such cards;

The card can be used for conference registrations, hotel, subscription, dues, books, supplies, and materials directly related to the educational support of students.

- (5) A description of purchases that shall not be authorized for use of such cards;

The card may not be used for any products or services considered an inappropriate use of funds. (ex: flowers, gifts, music/PDA downloads, political contributions, alcoholic beverages – but not limited to).

- (6) Designation of the district's card administrator;

Superintendent

- (7) A process for auditing and reviewing purchases made with such cards;

The Finance Director is responsible for monthly reconciliation of the card statement. The information is reviewed promptly for accuracy. All Purchase Orders approved by the Superintendent along with invoice and signed packing slips are attached to the card statement. All statements and invoices are kept on file in the Central Office for 7 years.

- (8) Provisions for addressing a violation of purchasing or credit card policies or procedures and imposing penalties for violations including, but not limited to, revocation of card privileges.

If the card is lost or stolen immediately notify Card Services 1-866-598-1769. If an employee misuses the card an immediate referral to the Superintendent who, in turn, upon proof of violation will take appropriate action which may range from written reprimand to a recommendation of termination of employment depending on the severity of the misuse.

WEBSTER COUNTY SCHOOL DISTRICT

BOARD APPROVED JULY 13, 2015