

USD 413
GUIDELINES FOR USE OF DISTRICT CREDIT CARDS

All credit cards issued to the district will be used for the purpose of purchasing materials or services used in the educational process or in the process of conducting business directly related to the education mission of the district. The following credit card guidelines will be followed:

1. The Business Department or designated staff member shall be responsible for the distribution of credit cards for which the school district has responsibility. A log will be maintained to record distribution of district credit cards.
2. The Business Department or designated staff member shall maintain a record of persons to whom credit cards have been issued.
3. Credit cards for the purchase of **fuel** for **school vehicles** will be maintained at the transportation office and may be issued to persons using school transportation for the purpose of conducting school business. The Transportation Director or a designee will maintain a record of persons to whom credit cards have been issued. These credit cards are to be returned immediately upon return from a trip.
4. An authorized cardholder must officially sign for all authorized credit card purchases and make sure that no other person has access to the credit card.
5. A cardholder will immediately return credit cards and itemized receipts for all use of the credit card and a completed expense sheet within 48 business hours to the person from whom they received the card.
6. If an itemized receipt is missing, the missing credit card receipt form must be completed. Multiple occurrences of missing receipts from the same individual may be considered an unauthorized charge and could result in a payroll deduction.
7. The Superintendent, Assistant Superintendent and other persons designated by the Superintendent may be issued credit cards that they retain for use for school business. Receipts for all transactions will be turned into the Business Department in a timely fashion so that charges on the credit card bills can be verified.
8. A monthly report listing from whom a purchase was made, the amount of each purchase, the goods or services purchased and the person using the credit card shall be presented to the members of the school board.
9. Any lost or stolen credit cards shall be reported immediately to the party who issued the card.
10. Merchandise returned or services canceled will be credited to the credit card account.
11. Any misuse of credit cards by school employees may result in loss of credit card privileges and disciplinary action. Any criminal misuse of credit cards may result in criminal charges.
12. Any unauthorized purchases will be collected from the user's next payroll.

Approved: