

CREDIT CARDS AND PURCHASE CARDS

The purpose of using credit cards and purchase cards is to allow the procurement of approved goods and services directly from vendors when the use of a purchase order is not expedient, practical, or desirable. All such purchases shall be for official district business only and comply with existing Board of Trustees policies. Personal purchases of any type are not allowed.

The use of credit cards and purchase cards is not intended to circumvent the purchase order system. The cardholder is responsible for determining that adequate funds are available within the budget line item and that all funds are obligated by an approved purchase order or voucher prior to making a purchase. The cardholder shall ensure that all charges are for authorized district expenditures, and that all claims are supported by signed, itemized original receipts. Unauthorized expenditures are deemed personal purchases and must be paid for by the cardholder. Cash refunds or returns are prohibited.

Payments to credit card/purchase card accounts are not permitted until the administrative staff receives required supporting documentation and proper authorization. If required documentation is not received in a timely manner, the Chief Financial Officer or designee, shall advise both the cardholder and supervisor that documents are outstanding and request adjustment as soon as possible.

A purchase log shall be maintained and the cardholder shall verify that each entry on the card statement is correctly charged. Any disputed transactions should be reported to the Chief Financial Officer. It is the responsibility of the cardholder to follow-up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements.

The following purchases are not allowed:

1. Alcoholic beverages
2. Personal items
3. Cash advances
4. Any purchase that exceeds the card credit limit
5. Splitting transactions to circumvent purchasing limits
6. Gifts or gift cards
7. Donations and contributions
8. Items or services on term contracts
9. Equipment and capital expenditures that are not pre-approved
10. Any other items that do not represent a proper use of district funds

Cardholders should make every effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available through the Business and Finance Office.

Upon approval by the Board of Trustees, cards will be issued in the name of the District for users recommended by the Superintendent and Chief Financial Officer. All employees issued a card must sign an acknowledgement form recognizing their responsibility to comply with District policy on credit cards and purchase cards. Users should treat the card responsibly and use it in accordance with this policy to protect the card and card number from misuse by unauthorized parties.

Adopted: 5/10/2010

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School District #1, Sweetwater County, Wyoming

