

**SERIES 600
FISCAL MANAGEMENT**

673.1

CREDIT CARD USE

Purpose

To establish a method for use and define the limits of the use of District issued credit cards. These cards are provided to approved staff in order to make purchases of goods and/or services on behalf of the Marshall Public School District.

Procedure

1. District staff must submit a requisition to receive use of a district credit card.
2. The Business Manager shall review the request and grant approval of credit card use.
3. The Business Office shall maintain all records of credit card information.
4. Each credit card has the District's name on it. Only the person authorized has permission to use that card. The cardholder may not make transactions on behalf of others in his or her department or in other departments. The cardholder is responsible for all use of the card while it is checked out.
5. The following restrictions shall apply to credit cards and their use:
 - a. District credit cards are to be used only for district business. Personal use is not allowed.
 - b. All District credit card transactions must be traceable to the employee participating in a transaction.
 - c. Credit card limits are not to exceed \$10,000. Any amounts above that must have prior approval from the District Administrator or Business Manager.
 - d. Cash advances are not allowed.
 - e. The use of the card to pay for ineligible meals, alcoholic beverages, gas for personal vehicles or entertainment expenses is not allowed. Allowable travel expenses include eligible meals, parking, hotel rooms and gasoline for district vehicles.
 - f. The use of the card to pay for telephone calls is not allowed.
 - g. All purchases must have prior approval of the Business Manager.
 - h. Prior to receiving the card, the employee shall sign the Employee Credit Card Use Agreement which shall be filed with the Business Office. A new agreement must be signed annually.
 - i. Receipts or invoices supporting the charges must be brought back or obtained from the vendor with whom the card is used.

- j. All credit card receipts must be submitted to the Business Office before consideration for payment will be made. Any credit card charges submitted without proper documentation shall be deemed the personal obligation of the employee.
- k. Use of any issued credit card shall not be deemed a substitute for following standard purchasing policies and practices.
- l. Any employee who violates the above procedures may have their credit card privileges terminated and may be subject to disciplinary action, up to and including termination.

Legal References:

Date of Adoption: December 17, 2008

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