

## **POLICY 760 CREDIT CARD POLICY**

### **Introduction to Credit Card Policy**

The Independent School District #2534 Credit Card is an opportunity to expedite the purchasing process at the department level and reduce I.S.D. #2534 expenses.

It is important to use good judgement and act within your authorized budget when using the school credit card. The School Credit Card is provided for your use to purchase school commodities. You must maintain simple but accurate records and receipts for auditing purposes.

Record keeping will be essential to ensure the success of this program. This is not an extraordinary requirement since standard reimbursement policies require the retention of all receipts.

Lastly, remember you are spending District/Public Funds each time you use the School Credit Card.

### **Acceptable Credit Card Purchases:**

Any purchases using the credit card must be within Independent School District #2534 expenditure policies, procedures, practices and Minnesota Statute 123B.02 Subd. 23. The following information provides examples of purchases that are appropriate for the BOLD Public School Credit Card:

Fuel (District #2534 owned vehicles only)

Approved supplies for your program

Conferences/Seminar registrations

Travel/Conference expenses (Employee Only)

On-Line Purchases

### **Unacceptable Credit Card Purchases**

The following items define where the Credit Card is **not** an appropriate choice:

Personal purchases (i.e. including spouse/family costs for attending a conference

such as room costs, meals, etc.)

Alcoholic Beverages/Tobacco

Lottery Tickets

Cash Advances, or ATM's

Fuel for personal use or vehicle

This list is not to be all-inclusive. If you have specific questions, please call the District Office for assistance.

### **Program Restrictions**

The School Credit Card has been assigned a credit limit.

All credit card purchases must be pre-approved. In some cases this may include pre approval of a certain dollar amount rather than a particular item to be purchased.

### **Reconciliation and Payment**

The Independent School District #2534 School Credit Card carries corporate, not individual, liability. The invoice will be paid each month by the accounting department.

**To meet State and District payment policies, it is required that you submit all original receipts with the monthly statement for all purchases made using the credit card.** If you purchase via phone or mail, require the merchant to include a receipt with the goods when the product is shipped to you. If that is not possible, you must obtain a packing slip when the shipment is received to document the purchase.

### **Misuse of the School Credit Card includes:**

- **Using the School Credit Card for personal purchases**
- **Purchase of unauthorized items**
- **Use of the School Credit Card by someone other than the cardholder**
- **Fraudulent or inaccurate record keeping**
- **Or diverting legitimate school purchases to personal use**

In the case of misuse, the individual responsible will pay all transaction fees and forfeit further use of the credit card.

### **Sales Tax**

Purchases of items by public schools for their own use are generally exempt from sales tax. The exemption applies to the public schools, not to the individual.

It is the employee's responsibility to notify the merchant that Independent School District #2534 is tax exempt. The state tax exempt number and form are available from the District Office. Should you have any questions, please contact the District Office for assistance.