

CREDIT/PURCHASING CARDS

The Board, therefore, authorizes the use of District credit cards for use in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. The term expressly excludes any procurement card account, or telephone card account, or any other card account where merchant category codes are in place as a system of control for use of the account.

The Treasurer shall maintain possession of all credit cards and establish a system for cards to be signed out, utilized, and returned, and the type of expenses that can be charged to the card. Any expense deemed a proper public purpose can be paid using a credit card, provided a purchase order is in place in advance of the purchase.

Any employee is eligible to sign out and use the credit card under the terms of this policy provided they follow the procedures established by the Treasurer to sign out, use, substantiate, and return the card.

The Board authorizes the Treasurer to review available credit card accounts and to determine which account type, account provider, and credit limit best meets the needs of the District. The Treasurer will determine how many accounts, cards, and checks are to be issued and establish a process for card reissuance or cancellation. Debit cards are prohibited with the exception of small dollar gift cards following the procedures in the Student Activity Manual established by the Treasurer.

Itemized receipts must be returned with the credit card to the Treasurer substantiating the exact amount charged to the card. Reasonable gratuities are acceptable. Every effort should be made by employees to notify and provide vendors with an Ohio Sales Tax exempt form. If a merchant fails to waive the tax, the employee and Treasurer are authorized to pay it.

Employees are liable in person and upon official bond for any unauthorized use of a credit card. Any employee who suspects the loss, theft, or possibility of unauthorized use of a card must notify the Treasurer immediately. Inappropriate or illegal use of the card and/or failure to strictly adhere to the requirements set forth in the Treasurer's guidelines, including submitting detailed itemized receipts, may result in loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all charges, including finance charges and interest assessed, and referral to law enforcement for prosecution. Employees shall be responsible to make full reimbursement to the District within thirty days for any charges that were not supported with detailed itemized receipts. Under no circumstances shall cards be used for personal purchases or the purchase of alcoholic beverages. Use of credit cards for any cash withdrawal transaction is strictly prohibited.

[Adoption date: October 11, 2005]
[Re-adoption date: May 11, 2015]
[Re-adoption date: February 11, 2019]

CROSS REFS.: DJ, Purchasing
DJB, Petty Cash Accounts
DLC, Expense Reimbursement
GCL, Professional and Certificated Staff Development Opportunities
GDL, Classified Staff Development Opportunities