

## CREDIT/PURCHASING CARDS

Credit/purchasing cards may be used for the following purposes.

1. School business travel, meetings, lodging and meals for out of District meetings or seminars are subject to the reimbursement limits established by the Board.
2. Tips for meals/hotel/transportation are allowed so long as the tip does not exceed 18%.
3. Purchases from vendors that require a credit/purchasing card as form of payment do not supercede the requirement of pre-approval of a purchase order for the purchase. The use of the credit/purchasing card for electronic commerce must be pre-approved by the submission of a purchase order prior to purchase.
4. The use of the credit/purchasing card over the Internet must be safeguarded at all times. All vendors must be pre-approved for use and must show sufficient proof of being a legitimate business entity. All purchases over the Internet are the sole responsibility of the Board's authorized buyer in the event of business fraud.
5. If the use of a tax-exempt form is not possible, the expenditure is allowed. The person using the credit/purchasing card should take along the appropriate tax exemption form so that sales tax is not charged.

Upon returning from an approved business trip, an employee submits all original itemized invoices and original credit/purchasing card charge receipts to the Treasurer's office. Credit/purchasing card statements do not suffice as invoices. Credit/purchasing card statements are mailed directly to the Treasurer's office. Any late fees assessed to the District due to an employee failing to submit invoices and credit/purchasing card receipts on a timely basis are the responsibility of the employee. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting.

The use of the credit/purchasing card is prohibited for the following items:

1. purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a District business function;
2. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;
3. alcoholic beverages or tobacco;

4. fuel for use in a personal vehicle;
5. entertainment expenses, including pay-per-view movie charges and/or
6. cash advances.

Persons using a credit/purchasing card for personal, nonauthorized purposes or undocumented expenditures are held personally responsible for those expenditures. Abuse of the credit/purchasing card is subject to disciplinary procedures, including termination.

The use of a credit/purchasing card does not supersede the required completion of a professional leave form when applicable. These procedures also dictate the reimbursement procedures of the Board.

(Approval date: October 11, 2005)

(RE-approval date: May 11, 2015)