DGD-R ©

REGULATION

CREDIT CARDS

Purposes

The issuance and use of a credit card is to provide an alternative purchasing mechanism when traditional payment/procurement methods are not feasible.

A credit card may be used to facilitate the payment of travel expenses such as hotels, meals and registrations for training and education while conducting District business, including fuel for District-owned vehicles.

Authorized Card Holders

Persons designated as authorized credit card holders must agree to abide by the procedures described in this regulation.

The holders will be held liable for any unauthorized use of a District-assigned credit card, which may result in disciplinary action up to and including the loss of employment and other actions provided by law.

Except for business department personnel performing authorized office duties, no person other than a designated holder is to have access to or use of a District-assigned credit card.

Scope

The credit card is to be used only when the items and/or services to be purchased are for the official use of the District. No personal use of a credit card is allowed.

District-assigned credit cards may be used only when one (1) of the following conditions exists:

- When a vendor will not accept a purchase order or offer billing terms.

- When the purchase must be made during an "emergency". For the purpose of this regulation, emergency means payment for a purchase must be made before the next accounts payable check run. A memo bearing the District Administrator's signature of approval must be presented explaining the circumstances and nature of the emergency.

- When a revolving fund check cannot be used.

Credit Card Purchasing Limitations

The following are District-established credit card purchasing limitations:

- A single purchase may not exceed a maximum of two thousand dollars ($2,000).

- Cumulative purchases by a card holder may not exceed two thousand five hundred dollars ($2,500) during a statement month.

A purchase made using a District-assigned credit card may not violate any District purchasing policy or regulation. All purchases must be appropriate and in the best interest of the District. Violation may result in termination of the employee's credit card privileges.

Credit Card Transaction Requirements for Physical, Verbal, and Internet Orders

When a District-assigned credit card is required for a physical, verbal or internet purchase, the following steps must be taken:

- Prior to use of the credit card, the card holder is to submit a purchase order requisition form to the District business office accompanied by the following:

  - A detailed description of the items and/or services to be purchased using the credit card.

  - The date the purchase will be made.

  - The actual amount of the purchase. If the actual amount is not known an estimate may be stated, but the amount of the purchase cannot exceed the stated amount.

  - Proper account coding information.

  - Signatures of the requester and the approving authority.

- The holder must verify that a purchase order has been created and approved before a credit card transaction occurs.

- When a credit card is used the card holder must promptly submit all receipts and other related documentation to the business office. The documentation should clearly indicate the employee making the purchase and the specific school purpose for the expenditure. Receipts for fuel or vehicle repairs are to include the vehicle license number.

Credit card statements must be addressed directly to the business office and not to the card holder. All purchase transaction receipts must be reconciled to the monthly credit card statements prior to entry on an expense voucher. As credit card companies may charge fees and interest, payments must be made in a timely manner to avoid finance charges.

Use of a Credit Card for Travel

Reservations must be made through the purchasing office. A completed professional leave form must be submitted along with the necessary information. The business office will provide the credit card information to the selected vendor.