

APPENDIX BB

THE DISTRICT CREDIT CARD

Staff Involved in Process:

1. Superintendent of Schools – Susan Swartz
2. Board of Education (as authorized by the Superintendent of Schools)
3. Administration (as authorized by the Superintendent of Schools)
4. School Business Manager

The District maintains one (1) Visa credit card for the School District in the Superintendent's name.

The credit card limit is \$5,000.

The credit card is kept in a locked safe in the office of the District Clerk.

The credit card is not used on a daily basis, only for the following items and such others as may be deemed necessary and proper by the Superintendent:

- Employee fingerprinting fees (as set up on account with Identigo);
- Clearinghouse Queries for Transportation Dept (as set up on account with USDOT);
- Various software purchases where credit cards are the only acceptable means of payment;
- Board of Education expenses (i.e. School Board conferences; meals during Superintendent search, etc.); and
- Hotel reservations related to teacher conferences, which are handled through the Assistant Superintendent for Curriculum's office.

All receipts, accompanied by a completed "Claim Review Form" when necessary, are presented to the School Business Manager or his designee after a purchase is made.

The School Business Manager or his designee reviews and compares the monthly credit card statement to the receipts and determines whether the purchase(s) are allowable per the District's purchasing policies and protocols (i.e., no reimbursement for alcoholic beverages).

The credit card statement follows the same approval and payment process as all other cash disbursements.

If the purchase does not adhere to the District's purchasing policies and protocols, the person having made the unauthorized purchase will be held financially responsible and required to pay the District the amount charged to the credit card.