

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, fuel for District-owned or rental vehicles, supplies, books, instructional aids, and purchases from vendors who do not accept purchase orders.

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 are to be used only when the vendor will not accept a purchase order, offer billing terms, when purchase orders are not practicable, or when it is economically advantageous.

Credit Card Purchasing Limitations

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.

The following dollar limitations have been established for individual transaction amounts:

- A single transaction limit for gasoline is one hundred seventy-five dollars (\$175).
- A single transaction limit for travel reservation is three thousand dollars (\$3,000).
- A single transaction limit for books is twenty thousand dollars (\$20,000).
- A single transaction limit for any miscellaneous credit card purchase is five hundred dollars (\$500).

In the unlikely event that an individual transaction exceeds the limits specified above, the Director of Finance will review the transaction to determine if the charge was legitimate. Any employee charging purchases on the District credit card is responsible for substantiating the charge amount. The employee will reimburse the District for any credit card purchase that cannot be substantiated.

Credit Card Transaction Requirements

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.

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EXHIBIT

CREDIT CARDS

DISTRICT-ASSIGNED CREDIT CARD HOLDER AGREEMENT

By my signature I hereby acknowledge that I have read and understand the Catalina Foothills Unified School District's credit card policy and regulations. Furthermore, I affirm that I will not use the credit card for personal reasons. I understand that a violation of this agreement may result in disciplinary action up to and including termination, and possible legal action.

Signature

Position

Printed name

Date signed