

Credit Card User Policy

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Purpose: This policy provides school credit cardholders and credit card users with rules of use. The guidelines in this policy are in addition to those in Policy 220 *Purchasing Guide*.

I. Purchasing

- A. Items for card user's personal use may not be purchased with the school card, even if the user plans to repay the charges. The school cannot provide any kind of loan to employees, including using the credit card for a cash advance. Employees may only use the school credit card in carrying out the duties of their job.
- B. If a cardholder changes jobs within the organization or leaves the employ of the school, the cardholder must return the card to the school finance office for immediate cancellation or reassignment.
- C. Card user is responsible for maintaining supporting documentation and card safekeeping. Supporting documentation shall be turned in promptly to the finance department. Supporting documentation includes purchase order, order confirmation if available, and proof of receipt (receipt, packing list, mailing label).
- D. Purchases without receipt or other proof of purchase must be reimbursed to the school.
- E. As with all purchases, purchase approval is required for credit card expenditures prior to the purchase.
- F. Card user will be required to reimburse the school for any Minnesota state sales tax charged to card. Please refer to Policy 220 *Purchasing Guide* for ST3 exemption form to give to vendors. The ST3 form is also available in the mailbox area of the school's administrative offices and from the school finance office.
- G. Online purchasing using the organization's credit card
 1. Online credit card orders must be placed on campus, so the school's firewall is in effect.
 2. The IT Coordinator or the Executive Director's designee will place all Amazon.com and iTunes orders.
 3. The IT Coordinator will maintain a list of vendors that store credit card information on their websites and the IT Coordinator will change passwords on those sites every two months.
 4. Credit card online use will be limited to a set list of people, to be determined by school administration
 - a. These approved users must use Chrome, Firefox, or other IT-approved browser when placing orders using the credit card.
 - b. The settings on the browser must be set to never save passwords, to clear browser history upon close, and to ensure the "autofill" settings don't contain the credit card number, so it has to be entered manually each time.

II. Employee Responsibilities

- A. Employees issued a credit card may not increase the credit limit without school director approval.
- B. Credit cards shall not carry any incentives, for example cash back or airline miles.
- C. Cardholders and cardusers must sign that they have received, read and understand this policy.

III. Misuse of Credit Card

An employee who violates a provision of this policy shall have his/her credit card revoked immediately and shall be subject to disciplinary action as determined by the Executive Director. If the Executive Director violates a provision of this policy, the School Board will determine disciplinary action.