

POLICY

2010

6164
1 of 2

PERSONNEL

SUBJECT: ISSUANCE AND USE OF DISTRICT CREDIT CARDS

Acquisition of Credit Cards

To facilitate the acquisition of certain goods and services by and on behalf of Massena Central School District, the Board authorizes the Assistant Superintendent for Business to acquire credit cards on behalf of the Massena Central School District in accordance with this policy. When selecting credit card services, the Assistant Superintendent for Business shall consider such factors as annual fees, appropriate credit limits, and any other matter that related to obtaining value on behalf of the Massena Central School District.

Use of Credit Cards

The Superintendent of Schools, Assistant Superintendent for Business and the Director of Transportation (for gasoline purchases only) are authorized to maintain District credit cards for use in assisting with their job responsibilities.

Credit cards may be used for the following purposes only:

- a) By authorized persons for the purchase of gasoline for vehicles owned by or rental vehicles used on behalf of the District;
- b) By the Superintendent of Schools or Assistant Superintendent for Business, for expenses related to travel;
- c) By authorized persons for the purpose of appropriate business expenses or in instances when a vendor will not accept a purchase order or District issued check;
- d) By authorized persons for the purchase of items in emergency or crisis situations or as otherwise deemed appropriate by the Superintendent of Schools or Assistant Superintendent for Business.

Credit cards issued pursuant to this policy shall be used only for purchases authorized by and on behalf of Massena Central School District. Purchases that are unauthorized, illegal, represent conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and discipline of employee.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability. The District Treasurer shall maintain physical custody, in a secure location, of all credit cards not held by the Superintendent, Assistant Superintendent for Business or the Director of Transportation.

POLICY

2010

6164
2 of 2

PERSONNEL

Payments

The Accounts Payable Clerk shall reconcile the credit card statement with itemized receipts and invoices on a monthly basis. Payment shall be made based on itemized receipts, invoices and approved purchase orders only. Any discrepancies or missing receipts shall be reported to the District Treasurer. Credit card balances shall be paid each thirty (30) days. Unpaid balances may not be carried forward as revolving credit balances subject to interest payments.

Any unauthorized or unallowable purchases will be the responsibility of the employee that was provided use of the District credit card. The employee is responsible to immediately repay the District for the cost of any such transactions. A receipt of payment will be provided the Accounts Payable Clerk to match to the credit card statement and to the employee. Failure to make immediate repayment will result in removal of District credit card access and employee discipline.

Auditing

The Internal Claims Auditor shall review monthly credit card statements detailing the purchasing activity prior to payment. Any discrepancies and/or issues regarding credit card use shall be brought to the attention of the Board of Education.

Adopted: 4/24/06

Revised: 9/30/10