

Business and Noninstructional Operations

DISTRICT CREDIT CARDS

The District may choose to participate in a credit card program administered through an issuing bank or other corporate legal entity.

There are various people involved in the credit card program to ensure its success and incorporate proper checks and balances. The following are titles referred to and a description of their functions:

Program Coordinator

The person responsible for the implementation and continued monitoring of the credit card program is the Chief Business Officer, and is the key point of contact for the issuing bank.

Approving Official

Every cardholder is responsible to the Chief Business Officer, who approves the cardholder's purchases, verifies that purchases are made for official district use, and performs the following function:

- Ensures that the credit cards issued under their authority are utilized properly.
- Reviews and certifies Cardholder's Statement of Account, in accordance with the District's policies, procedures and guidelines, including budget and accounting procedures, budget availability and appropriateness of expense.
- Ensures each cardholder's reconciled statement of account, slips/ receipts, and all appropriate documentation is received and processed in accordance with guidelines.
- Reviews monthly/quarterly reports on cardholders submitted by the issuing bank for accuracy and historical usage.
- Submits request to amend or cancel credit card or other program related forms as necessary and in a timely manner.

Cardholder

A cardholder is an authorized employee issued a credit card that is responsible for committing small dollar purchases for the District in accordance with program guidelines and District policies and procedures. The Cardholder ensures that he/she submits a reconciled Statement of Account and forwards all slips/receipts, within five (5) business days after receipt, to the Chief Business Officer.

Authorized Cardholders

The following positions are authorized to be issued district credit cards:

AR 3314.3

- Superintendent
- Assistant Superintendents
- Principals
- Director of Information and Technology

Additional positions may be authorized to be issued a district credit card based on appropriate justification and approval by the Superintendent/designee. A person in an authorized position may elect not to have a district credit card issued.

Program Guidelines

Credit card use guidelines shall be maintained and given to each cardholder by the Chief Business Officer.

The following applies in regards to a credit card issued to an employee:

- The credit card is issued in an individual employee's name and may not be used by anyone else.
- Cards should be safely kept and secured. Cardholders are responsible for the security of their card and all transactions made by them or with their knowledge.
- The credit card must not be used for personal purchases. If personal purchases are made, the situation will be handled as a misuse of government funds in accordance with Board Policy on misuse of funds and may lead to disciplinary action up to termination of employment and possible other legal remedies.
- The credit card is not intended to avoid or bypass the Purchasing Department or other established purchasing programs/contracts. The intent of the credit card program is to replace or complement existing processes available for the most efficient yet accountable method for typical small dollar volume transactions. Use of the card is not intended to replace effective procurement planning that enables volume discounts or to apply sound and reasonable purchasing practice in achieving best value purchases.
- Credit card holders must immediately return their card to the Chief Business Officer upon separation of employment from the Fruitvale School District, or upon request by the Chief Business Officer.
- Upon receiving a card, each cardholder will receive a copy of the Board Policy and Administrative Regulation related to Credit Card use.