

Milton Town School District

Procedure

E112P: DISTRICT CREDIT CARD

Introduction

Electronic/Internet purchases of Information Technology (IT) equipment, IT equipment repairs, software, textbooks, electronic textbooks and library media generate significant savings in comparison to purchasing the same items through conventional suppliers. The district has one credit card which may be used when opportunities exist to capture such savings, controlled by the Milton Town School District Business Manager who will oversee and manage requests for its use.

General Fund and Special Revenue (Grant) Funds are allowed to reimburse the credit card account for items that fall within the categories listed above. All requests for purchases to be made using the district credit card must first be approved in a special warrant at a warned school board meeting whereby all transactions are approved before taking place.

Normal Purchasing Procedures

1. All requests for a credit card transaction will be made to the Business Manager through a purchase order request listing the account code through which the credit card account will be reimbursed, the rationale for requesting use of the credit card, and comparison pricing when available to verify the rationale for the use of the card.
2. Purchase order requests may only be made through the district's designated individual to the Business Manager.
3. Transactions meeting the criteria for use of the credit card will cause generation of or be added to a special warrant generated by the Business Manager that will be scheduled for review at the next regularly warned school board meeting.
4. The Board of School Trustees will review each individual request associated with the special warrant and approve or deny acting as the sole governing authority.
5. Approval of specific items listed in the special warrant will serve as authorization for the Business Manager to approve the purchase order requests and approve the designated individual to process only those transactions approved by the Board.
6. All approved special warrants and accompanying purchase order requests will be sent directly to a designated individual at the Milton Town Finance Office for retention and comparison to the monthly billing statement.
7. All monthly billing statements will be mailed directly to a designated individual at the Town Offices (same individual described in Procedure #6, above) for comparison to items listed in the Board approved special warrants.
8. Monthly billing statements will be paid through encumbered purchase orders and any discrepancies will be reported immediately to the Business Manager.

Prohibited Uses

Absolutely no hotel or conference accommodations may be reserved with the district credit card. The district credit card is to be used solely for transactions preapproved by the Board of School Trustees and solely for transactions the district office can control and oversee. Ancillary charges could potentially be added when a hotel or conference is reserved with the district credit card –

items such as room service, movies, parking, books and materials sold at a conference – none of which would be preapproved by the Business Manager or the Board. The district credit card is to be used solely for purchases in the categories of IT equipment, IT equipment repairs, software, textbooks, electronic textbooks and library media only when savings will be generated and the Board has approved all transactions in advance. The district credit card is not available for the purpose of convenience: there must be sound rational and savings generated for the request to be approved by the Business Manager and added to a special warrant to be reviewed during a warned school board meeting. There will be no exceptions permitted to this clause.

Absolutely no student activity accounts will be allowed to fund reimbursement to the district credit card. Student activity accounts are separate from the General and Special Revenue Funds and transactions, since student activity accounts are based solely on fund raising which may be unreliable in terms of adequate funding becoming available as bills are due. Student activity check runs are generated through a separate bank account from a different bank than the General and Special Revenue Funds, which operate through the district's sweep (checking) account. There will be no exceptions permitted to this clause.

Date Warned: 5/23/2011

Date Adopted: 6/27/2011

Legal Reference(s):

Cross Reference: