



## CREDIT CARD USAGE

POLICY:	715
ADOPTED:	02/24/14
REVISED:	01/25/21

### I. Purpose

The purpose of this policy is to establish criteria on the use of credit cards issued on behalf of the school district.

### II. General Statement of Policy

- A. Credit cards should only be used by authorized school officials and employees in accordance with the Procurement Card Program Procedures Manual. Such cards shall not be used for purchasing goods for personal use or for non-district related matters.
- B. Credit card purchases must comply with all statutes, rules or district policy applicable to school district purchases. Unauthorized or inappropriate use may result in disciplinary action assessed based on the type of violation.

### III. Introduction

The purchasing card program is designed to assist the district in reducing its reliance on requisitions, purchase orders, petty cash funds, employee advances, paper checks, and the use of personal funds for business purposes. The program may help increase the turn-around time in the fulfillment of orders, provide greater flexibility, and reduce paper work. The Business Office is responsible for the implementation, maintenance, program compliance, auditing, processing payment, and issuance of the P-Cards. Only employees of the district are allowed to participate in the program. Each cardholder has the responsibility to review, reconcile, and submit their monthly account transactions with receipts. All account expenses must be approved by the employee's supervisor and the Business Office.

### IV. Authorization

District employees are authorized to use credit cards for approved expenditures which must comply with the school board policy, approved by the employee's supervisor and Business Office, and be considered reasonable to the local taxpayer. Please refer to the Procurement Card Program Procedures Manual for further information.

**Legal References:** Minn. Stat. § 123B.02, Subd.23 (Credit Cards)