

DISTRICT CREDIT CARD

USE OF THE DISTRICT CREDIT CARD:

The Town of Webb Union Free School District will issue a credit card in its name to the Purchasing Agent for the use of its officers and designated employees for authorized expenses. However, authorized personnel must submit purchase orders for those related expenses, prior to the use of the credit card.

This credit card will only be used for those purchases of goods and services that require a credit card and do not accept other payment methods. Any other reason for credit card use must be approved by the Superintendent, prior to use.

Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges. The credit card(s) shall be locked in a secure place in the Business Office.

Any individual who makes an unauthorized purchase with a Town of Webb UFSD credit card shall be required to reimburse the Town of Webb UFSD for the purchase.

Specialty account cards such as Walmart and Lowes will not be subject to board authorization of users. The District Purchasing Agent will approve with a purchase order.

SAFEGUARDING AND USE OF THE DISTRICT CREDIT CARD:

It shall be the policy of the Board to encourage the safety for the Town of Webb UFSD credit cards and to enforce proper and prudent rules in connection with their use, per Education Law and all applicable regulations of the State of New York. The Town of Webb UFSD has adopted the following regulations:

- The Board of Education must approve any individual who wishes to hold a District credit card.
- The limit on the District credit card may not be above \$5,000. A maximum of four (4) cards to be issued.
- Any purchase made without proper documentation will be the personal responsibility of officer/employee.
- It shall be the duty of the District Treasurer to have custody of all credit cards and maintain them in a secure location with limited access.
- Each officer or employee shall sign an acknowledgement for all cards placed in his/her custody and he/she shall take the necessary precautions to ensure the safety of these cards. Such signed acknowledgement will also provide recognition and agreement with the district purchasing policy.
- Upon return from travel, each officer/employee must promptly return District credit cards to the District Treasurer, signing the acknowledgement indicating return.
- Theft or loss of any card(s) must be reported by the officer/employee to the Credit Card Company and District Office immediately.
- District credit cards are to be used for pre-approved reimbursable travel expenses, such as hotel, accommodations, car rental, transportation, and meals (exclusive of alcoholic beverages).
- Using District credit cards for purchases requires a purchase order signed by the Purchasing Agent. This gives proper authorization for credit card use.
- Credit card expenditures will be charged to appropriate budget codes and original receipts must be forwarded to the Business Office for all charges. Failure to submit original receipts for charges made will result in the officer/employee being held personally liable for the undocumented charges.

APPROVED: BOARD OF EDUCATION

DATE: April 10, 2012