



Adopted: February 2, 2021

716 Policy Governing District Credit Card Usage

I. PURPOSE

The purpose of this policy is to establish the process by which the District credit cards are used as part of the purchasing protocol where requested goods and services are concerned. Credit and procurement cards

issued in the name of the School District will be made available for employees' use for official school business. These cards are intended to be used for the purchase of goods and services directly by employees in

accordance with pre-approved budgetary guidelines and procedures established by the business office.

II. PROCEDURES

It is the practice of Wright Technical Center #966 to allow a district credit card to be checked out from the District Office when it is deemed needed by an employee. The credit card will be the sole responsibility of the employee while checked out. The credit card may only be used for expenditures that are within school district policy and/or state statutes. Any use of the card that is deemed not within school district policy and/or state statutes will be the responsibility of the employee. The following protocol should be followed in making district purchases with the district's credit card:

- A. When purchasing an item, the district requires that a purchase order be completed with all authorized signatures affixed. The purchase order or pre-approval request must identify the actual vendor(s) providing the goods and services as well as a clear indication that the purchase is being processed with the district's credit card.
- B. Each employee must keep all sales receipt and supporting documentation for each use of the card and remit to the business office immediately in order to avoid any late payment or interest charges on the account. Any transaction without supporting documentation will be the responsibility of the user.
- C. If an employee has made a purchase by the district's credit card that has not gained approval by the Executive Director, Principal or Business Manager, the individual is to be held personally liable for the amount of the purchase.

- D. Under no circumstances should the card number be given to anyone other than the authorized user.
- E. Employees issued cards are responsible for the security of the card and any transactions against the card. In the event of gross misuse or fraud involving district funds, disciplinary action will be taken which may include termination of employment and/or legal prosecution.
- F. The District has four (4) physical credit cards and one (1) ghost card. The cards will be in the possession of the Business Office Staff by virtue of their roles in the purchasing process for the District.

Legal References: Minn. Stat. § 123B.02, Subd. 23