



SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6040

CREDIT CARD USE AND ACCOUNTING

Statement of Policy

To the extent possible and authorized by law, the Superintendent of Schools may make arrangements for the issuance and use of credit cards / procurement cards consistent with the provisions of this policy. Definitions / Terms used in this policy are defined as follows:

1. "Credit Card / Procurement Card (P-Card)" means any credit card method of satisfying a debt owed to a vendor coupled with a promise to pay the invoice amount to a third party. The third party is the "Credit Card Company," which means the party that issued the credit card and sends monthly statements of credit card usage to the District.
2. "Travel" means transportation arrangements made or incurred by car, airplane, train, bus or other means and hotel accommodations. Travel may be within or without the School District. Travel does not mean transportation to and from the employee's residence or abode to the School District for employment.
3. "Employee" means any person employed by the School District or a member of the Board acting in his or her capacity as a Board Member on behalf of the School District.
4. "Expenses" means any actual indebtedness incurred and paid for with a District credit card or P-Card charge by an individual employee on behalf of the School District, for the benefit of the School District or for the purpose of advancing the interests of the School District with the intention of having the charge paid by the School District. Expenses may include, but are not limited to these items:
 - Air, bus, taxi or train fares and car rentals,
 - Hotel or motel accommodations,
 - Registration fees and meeting expenses,
 - Other travel related expenses when approved and applicable,
 - Other business expenses that have been authorized by the District.

The term "expenses" does not include the payment or cost of any meals.

5. "Credit Card Slip" is the customer's copy of the credit card charge form. A credit card slip alone is not a receipt. To qualify as a receipt a credit card slip must be attached to a supporting receipt issued by the vendor that itemizes the purchase.
6. "Receipt" means an invoice document issued by a vendor that has been paid with the District credit card or P-Card as an expense by an employee. To qualify as a receipt, a credit card slip must be attached to a supporting vendor receipt that contains all the information required for a receipt. By law, all receipts are to contain the following information:
 - Date the expense was incurred,
 - Quantity purchased and amount paid,
 - An itemized listing of the goods or services purchased,
 - The name and address of the vendor, if available.

A CREDIT CARD SLIP ALONE IS NOT A RECEIPT



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7. "Supporting documentation" means a Travel Expense Reimbursement Request Form, completed in its entirety, signed by the employee who incurred the charges, and submitted with original receipts. All charges for which Board of Education approval and payment is sought must be attached to the form. For expenses other than travel for which the credit card / P-card has been used, original receipts must be submitted to Finance when the credit card / P-card is signed back in.
8. "Vendor" means the individual or entity that provided the goods or service to the School District for which the charge was made and from whom a receipt for payment has been issued.

Usage and Accounting Policy

Whenever authorized general expenses or travel expenses are to be incurred for the School District, an employee may receive authorization from the Director of Purchasing to use the School District credit card/procurement card. All credit cards must be checked out and signed for in the Finance Department by the employee who will be using the card. Within two (2) business days of return from a trip during which the credit charges are incurred, or within (1) business day for general expenses, the person who used the card must return the credit card to the Director of Purchasing and must submit supporting documentation explaining the charge. Failure to submit a timely claim may result in denial of the charge by the School District and may subject the person who made the charge to personal liability for the amount of the charge. When the monthly statement is received by the School District from the Credit Card Company it will be reviewed and reconciled by the Finance Department for completeness and accuracy.

Other Issues

1. A School District credit card / procurement card is not a credit card for the personal use of the bearer. The cards will be used only for School District purposes. Credit / procurement cards must be checked in and out through the Director of Purchasing.
2. The employee who uses the credit card / procurement card and signs the credit card slip is personally responsible to the Credit Card Company or the School District for payment of that charge if the employee does not follow the usage and accounting procedures. Nothing in this policy prohibits the Board from paying the Credit Card Company for a charge and then pursuing the employee who made the charge for reimbursement. Use of a credit card by an employee is acceptance of the terms of this policy, which is a public record.
3. The employee to whom the credit card / procurement card is checked out must maintain exclusive custody and possession of the card. The credit card / procurement card may not be loaned to another individual without prior approval by the Director of Purchasing. The person to whom the credit card is checked out is personally responsible for each charge made on the credit card.



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4. The Board and Superintendent both have the right to cancel one or more of the credit cards or account and/or order immediate collection of one or more of the credit cards. Cancellation or collection may be made with or without prior notice.
5. Gasoline credit cards and turnpike passes will be kept under the Superintendent's control and will be under the supervision and responsibility of the Director of Transportation.
6. Violation of any of the provisions of this policy may result in dismissal or nonrenewal.

Source: *Broken Arrow Board of Education policy adoption, June 3, 1996.*
Broken Arrow Board of Education policy revised, September 8, 1998.
Broken Arrow Board of Education policy revised, July 13, 2009.
Broken Arrow Board of Education policy revised, July 10, 2017.