

SHALER AREA SCHOOL DISTRICT

No: 617.1

SECTION: FINANCES
TITLE: CREDIT CARDS
ADOPTED: OCTOBER 21, 2020

617.1. CREDIT CARDS	
1. Purpose	<p>The Board of School Directors approves the use of credit cards for permissible purchases by the Superintendent and the Director of Business Affairs and designees to improve the efficiency of purchasing activities, reduce processing expenses, reduce the use of petty cash, improve controls for small-dollar purchases, and streamline vendor payment.</p> <p>The Board directs the administration to establish safeguards to prevent misuse of such cards.</p> <p>The Board shall approve the list of employees authorized to use district credit cards.</p>
2. Definition	<p>For purposes of this policy, a Credit Card is a corporate charge card in the name of the Shaler Area School District authorized for the purchase of items in accordance with this policy. Credit cards will be utilized when it provides for an efficient and cost-effective method of purchasing and paying for goods and services, including taking advantage of discounts offered by companies when payment is made by credit card. Furthermore, the Board recognizes the necessity of providing a purchasing method when approved materials, supplies, equipment, and/or services cannot be completed using district's check distribution as a method of payment.</p>
3. Authority	<p>The Board authorizes the use of Credit Cards by the designated employees in accordance with the state statutes governing thresholds for obtaining competitive quotations and bidding.</p> <p>The administrative staff will continue to follow all appropriate purchasing approval requirements prior to the use of the credit card as a method of payment. Written or verbal quotes, when applicable, must be obtained for purchases in accordance with Board Policy.</p> <p>All use of Credit Cards shall be supervised and monitored on a regular basis by Administration, who shall ensure the use of such cards is in accordance with the funds allocated for this purpose. Proper accounting procedures for the use of Credit Cards shall be developed, distributed, implemented, and monitored by the Director of Business Affairs.</p> <p>Credit Cards shall be used only for authorized District purchases and shall not be used for personal purchases. An employee authorized to use a Credit Card shall maintain adequate security of the card while it is in his/her possession; under no circumstances may the card be used by another individual. Violations of this policy by an employee shall result in disciplinary action, or discharge in accordance with Board policy.</p>

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4. Delegation of Responsibility	For all transactions, the authorized user must obtain or print a receipt, which identifies every item purchased and the corresponding item cost. For telephone or internet orders, the packing slip confirming receipt of the goods should be maintained. Where supporting documentation is missing, the authorized user must contact the vendor and request the necessary documentation.
5. Guidelines	The Business Office must keep a log of use and approvals. If a Credit Card is lost, stolen, or misplaced, the authorized user must immediately notify the Director of Business Affairs who shall promptly notify the financial institution issuing the card to prevent unauthorized or fraudulent use of the Credit Card.