

## Credit Card User Policy

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Purpose: This policy provides school credit cardholders/card users with rules of use. The guidelines in this policy are in addition to those in Policy 220 *Purchasing Guide*.

### A. Purchasing

- a. Items for card user's personal use may not be purchased with the school card, even if the user plans to repay the charges. The school cannot provide any kind of loan to employees.
- b. Employees may only use the credit card issued them in carrying out the duties of their job. If the employee changes jobs within the organization or leaves the employ of the school, the cardholder must return the card to the school finance officer for immediate cancellation.
- c. Card user is responsible for maintaining supporting documentation and card safekeeping. Supporting documentation shall be turned in promptly to the finance department. Supporting documentation includes purchase order, order confirmation, and proof of receipt.
- d. Purchases without receipt or other proof of purchase must be reimbursed to the school.
- e. As with all purchases, purchase approval is required for credit card expenditures prior to the purchase.
- f. Card user will be required to reimburse the school for any Minnesota state sales tax charged to card. Please refer to Policy 220 *Purchasing Guide* for ST3 exemption form to give to vendors. The ST3 form is also available in the mailbox area of the school's administrative offices.

### B. Cardholder's Responsibilities

- a. Employees issued a credit card may not increase the credit limit without school director approval.
- b. Credit cards shall not carry any incentives, for example cash back or airline miles.
- c. Cardholders/users must sign that they have received, read and understand this policy.