

Windham School District

DBJ-A

### PURCHASE PROCEDURES CREDIT CARD

The use of a Windham School District credit card by a purchasing agent to make a purchase is considered as the issuance of a purchase order and is controlled by all sections of Purchasing Procedure Policy DJB. All requirements of the Purchasing Procedure Policy apply to the use of credit cards when making such purchases and processing related payments. The purchasing agent should use the credit card when it helps to extend the length of time between the time of purchase and the payment of the purchase.

Unless previously approved, the total amount of each purchase may not exceed a limit of \$2,500 or a lesser amount established by the Superintendent.

The use of a credit card to make a purchase is considered as the issuance of a purchase order. The credit card should be used only when it is not practical to use a standard purchase order, for example, to make purchases over the Internet. All charges made by a designee shall be certified by the Business Administrator prior to payment.

Credit cards can be used to purchase goods but cannot be used to purchase services from vendors who are not incorporated.

Credit limits per card will be no more than \$5,000 dollars. Splitting of charges to avoid the Transaction Limit set for the credit card is prohibited.

The use of the credit card is for Windham School District purchases only. No personal charges can be made on the credit cards even if the intent is to reimburse the District for the charges. These amounts shall be reimbursed upon return and the repayment receipt forwarded with other receipts to accounting for processing.

In using the credit card the cardholder should: (1) ensure that the goods being purchased are budgeted and allowable; (2) determine if the intended purchase is within cardholders credit limit; (3) tell the supplier/merchant that the purchase will be made using the credit card issued by the credit card issuer through the Windham School District; (4) inform the merchant that the purchase is tax exempt; and (5) further the cardholder will be responsible for managing any returns or exchanges and insuring that proper credit is received for returned merchandise. The cardholder should contact the vendor to obtain instructions for return and review the next credit card statement to insure that the return was properly credited.

#### Legal References:

Windham School Board	Policy Code: DBJ-A
Date Revised: April, 2011 Date Revised: September 2008 Reviewed: June 6, 2017	

**Agreement to Accept School District Credit Card**

I, hereby acknowledge receipt of a Windham School District credit card, number \_\_\_\_\_.

As a cardholder, I agree to comply with the terms and conditions Policy DJB-A. I acknowledge receipt of the policy and I have read and understand its terms and conditions.

As the holder of this credit card, I agree to accept responsibility for the protection and proper use of this card as outlined in the policy. I understand that the District will audit the use of this credit card. I understand that I CAN NOT use the credit card for personal use even if the intent is to reimburse the District.

I further understand that improper use of this credit card may result in disciplinary action, up to and including TERMINATION of employment. I also agree to allow the District to collect any amounts owed by me even if I am no longer employed by the District. If the District initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the District in such proceedings.

I understand the District may terminate my rights to use this credit card at any time for any reason. I agree to return the credit card to the Windham School District immediately upon request or upon termination of employment.

Cardholder

Date

Business Administrator

Date

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