

**Regulation 705.02-R(1): Credit and Procurement Cards**

**Status:** ADOPTED

**Original Adopted Date:** 06/26/2023 | **Last Reviewed Date:** 06/26/2023

District employees may be issued credit cards as authorized by the Superintendent for actual and necessary expenses in the performance of work-related duties. The use of credit cards is an enhancement to the purchase process established by the District, and used in conjunction with the requisition and purchase order process. All purchases must be authorized by the administration through an approved purchase order. Travel related expenses must adhere to guidelines for travel as established by the Superintendent.

Following use of the credit card, detailed itemized receipts with specific cost for all purchases must be attached to the requisition/purchase order and/or submitted to the central office for processing. An acceptable receipt must include the vendor name, date, dollar amount, and description of items purchased. Receipts for meals during District related travel should always include the number of staff served, may include reasonable tip and meal tax, but never include the purchase of alcohol, tobacco, or any other prohibited purchase item.

Examples of inappropriate use of a District credit card may include personal use, use in violation of public purpose, inappropriate purchases as related to public education and its mission, failure to provide appropriate documentation following a purchase, or loaning a District issued credit card to another individual. Inappropriate use of a District credit card may result in reprimand which may include, but not limited to, written reprimand, revocation of purchasing privileges, or termination of employment.

It is noted that all funds received by the District are considered public funds and must be used to support the educational mission of the District. The best test to use when determining whether an expenditure is appropriate is called the "public scrutiny test". The test is simple and merely asks whether the tax-paying public would view the expenditure as necessary to support public education. It is incumbent upon all employees, as Cardholders, to act as good stewards of public funds.

Purchases made without proper documentation may be charged to the employee through payroll deduction if not otherwise allowed or approved by the Superintendent. Acceptance of a card and signature of the card agreement also serves as authorization to deduct unauthorized purchases from earned payment through District payroll processes.

In the event of a lost or stolen credit card, the Cardholder must immediately notify BMO Card Services at 1-800-825-9234. The business manager must also be notified. BMO Card Services will immediately close the account. The replacement card may be reissued with the permission of the superintendent or business manager.

In the event that the Cardholder will terminate employment or take any type of leave of absence longer than 30 days from the District, the Cardholder must notify the business manager to place the card on hold or close the account as appropriate. Please cut the card in half and return to the business office.

Credit cards may also be used to purchase items that have been approved through the requisition and purchasing process. This will be limited to Central office staff or under the direction of Central Office.

**Individual Credit Card Use Agreement**

By this agreement, Dallas Center-Grimes employee \_\_\_\_\_ has been entrusted with a Dallas Center-Grimes School District Credit Card for the use of purchases approved for goods and/or services solely and exclusively for the authorized business purposes of the District.

- The employee agrees through signature of this agreement to abide by the terms and conditions set forth in District Board Policy, administrative regulation, and handbook procedure.
- The employee agrees to immediately return the credit card upon request.
- The employee shall not use the school credit card for the purchase of goods or services not authorized through the purchasing process discussed in the District handbook, District Board Policy, or through express permission of the Superintendent of Schools.
- The employee understands that unauthorized use or inappropriate use of the credit card may result in disciplinary action, including termination.
- The employee agrees to process requisitions to seek purchase approval and submit receipts and other reasonable documentation of goods or services in a timely fashion (5 days from purchase) and maintain

purchasing within annual budget parameters.

- In the event of a lost or stolen credit card, the employee agrees to immediately notify BMO Card Services at 1-800-825-9234. The business manager must also be notified. BMO Card Services will immediately close the account. The replacement card may be reissued with the permission of the superintendent or business manager.
- The employee agrees not to use the credit card to circumvent State and District competitive bid laws and policies.
- Any unauthorized charges will be paid by said employee by check, cash, or salary deduction. Signature of this form authorizes payroll deduction if required.
- The employee agrees to surrender the card to the Superintendent or business manager upon transfer, leave of absence, extended leave of any type, termination, or other separation from the District.
- This Agreement may not be modified in any way without approval of the District.

Dallas Center-Grimes Community School District

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Superintendent

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Employee

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Printed Name of Employee

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Date

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Date

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