

USE OF CREDIT CARDS

The Saranac Central School District credit card can be used by the District Superintendent and the Business Administrator for ordinary and necessary expenses in conjunction with the operations of Saranac Central School District. District gas cards will be issued to employees upon the request of the appropriate administrator and by the school transportation supervisor. District gas cards are to be used exclusively for the purchase of gasoline for District vehicles for District-approved travel.

A list of those individuals who are issued a district credit card will be maintained by the School Business Administrator and reported to the Board annually at the July organization meeting, via the organization meeting agenda. All credit cards are to be in the name of the school district and have a limit of \$5,000.00.

Original detailed receipts must be forwarded to the Business Office, with the proper forms, for all charges within seven days after incurring the expense. Failure to submit original receipts for charges within the seven days or; charges that are not expressly authorized, do not constitute a proper district charge, or supersede any laws, rules, regulations, or policies otherwise applicable, may result in the officer/employee being personally responsible for the undocumented/unapproved charges.

Supporting documentation should specify the exact nature and timing of each expenditure. Documentation that would not be acceptable as adequate supporting documentation includes but is not limited to:

1. Credit card slips which only show a total but no detail;
2. A credit card statement (with the exception of those that show exactly what items are purchased and when);
3. The remittance form on a bill without the supporting detail attached;
4. A receipt without item description;
5. Any documentation without a date (must include month, day and year);
6. Any documentation that does not indicate who or what provided the goods and/or service.

Credit card purchases must not be used for the purchase of alcoholic beverages, personal items or personal phone calls. Additionally, purchases should not include local and state tax charges.

The Board shall ensure that the credit card is secured through an RFP process and the relationship between the district and the credit card company is such that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable.

The use of credit cards is not intended to circumvent the district's policy on purchasing.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

The Superintendent of Schools, in consultation with the Business Administrator, shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

The Business Administrator shall periodically, but no less than twice a year, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross-ref: 6700, Purchasing
6830, Expense Reimbursement

Ref: Education Law §§1724(1); 2524(1) (itemized, audited, and approved vouchers required)
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)
Opns. St. Compt. No. 79-494
Opns. St. Compt. No. 78-897 (gas credit cards)

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