



# Credit Card Procedures Manual

---

Peaster Independent School District

The Board of Trustees and the administrators of Peaster Independent School District are charged with the responsibility of supervising the financial affairs of the District. These procedures have been developed to help safeguard all funds and to ensure that the District's financial activities are conducted with high standards and comply with federal and state laws and regulations.

In those regards, the Business Services Department of the District is charged with providing:

1. A centralized, standard accounting system in accordance with the prescribed regulations from TEA and local policies set by the Board of Trustees;
2. Control over revenues and the disbursement of funds as prescribed by law and Board policies;
3. Appropriate financial records and reports as required by regulations and policies; and
4. Safekeeping of district assets.

The purpose of this manual is to provide employees of the District with guidelines for the proper use of a District Purchasing/Travel Card. All district employees are encouraged to become well acquainted with this manual and to utilize it as the official guide. Questions regarding these procedures should be directed to the Business Office.

# OVERVIEW

---

## Purpose /Acceptable Uses

The purpose of the purchasing/travel card program is to establish an efficient, cost effective method of purchasing and paying for select transactions. The Credit Card will mainly be used for pre- authorized travel expenditures and select other approved expenditures, such as on-line ordering when a purchase order cannot be used. It can be used with vendors who can provide itemized receipts that will accept MasterCard or American Express as a form of payment.

**The PISD *Credit Card* is not intended to avoid or bypass appropriate purchasing or payment procedures due to time constraints but to complement the existing processes available. It is to be used for PISD business purchases only. The purchase of personal items is prohibited and in violation of Board Policy.**

All card users should review this procedures manual and shall be required to sign a cardholder User Agreement.

## Purchasing/Payment Guidelines

The Credit Card is not intended to avoid or bypass appropriate purchasing or payment procedures as outlined in Board Policy and the PISD Business Office Procedures Manual. This program complements the existing processes available. The Credit Card is to be used for District business only. No expenses for non-employees may be charged to the Credit Card. Personal purchases will be considered misappropriation of district funds, which constitutes a criminal offense and must be referred to the PISD Superintendent.

## Purchasing & Documentation

All purchases must first be approved via a purchase order or an approved travel request form. Once the purchase or travel has been completed, it is each cardholder's responsibility to submit the required receipts to the Business Office within the timelines established. No photocopies are allowed on any Credit Card documentation. The PISD Business Office will retain all Credit Card documentation for 7 years.

## Audit/Review

Every PISD Credit Card purchase is subject to review and verification by Business Office personnel at any time.

## Credit Card Security

The Credit Card should always be treated with at least the same level of care that one would treat their own personal credit card. Keep your Credit Card in an accessible but secure location. Guard the Credit Card account number and PIN (if any) carefully. Making copies of the card or capturing the card number is strictly prohibited. Do not leave the card in your desk or in any other place that is easily accessible by others.

## Eligibility

You must be a PISD employee or authorized person to participate at any level. The **Credit Card** is primarily designed for travel costs and department supervisors who purchase goods or services on behalf of the District. Eligible card users must complete the cardholder User Agreement and obtain the appropriate approvals for card use. Temporary and probationary employees will not be issued a card. Volunteers and students are not allowed to possess, use or handle the **Credit Card** at any time. Nor should cardholders allow the use of their card by anyone else.

**NOTE: By accepting the Credit Card, the Cardholder assumes responsibility for the Credit Card.**

## Lost or Stolen Cards

Report any lost or stolen card immediately. To report a lost or stolen card call First Financial Bank at 1-800-367-7576. Tell the representative the call is regarding a lost/stolen card for Peaster ISD. Always obtain the name of the representative to whom you reported the lost or stolen card as well as the date and time you spoke with the representative.

The District is financially liable for the card in the event it is lost or stolen and is subsequently used. The card holder will be held liable for any purchases made before the card is reported lost or stolen. Once you have notified First Financial Bank that your card is lost or stolen, the District is no longer liable for any purchases made with the card.

## Changes in Employment Status

Any departing employees must immediately return any issued Credit Cards to the Business Office.

## Consequences for Failure to Comply with Program Guidelines

- Revocation of card privileges.

- Disciplinary measures that may include termination and legal action.
- Card User may be required to reimburse PISD for inappropriate, restricted, or prohibited purchases.

### Misuse of Card

Anyone suspecting fraudulent use or misapplication of the card should report this immediately to the Business Office.

### Discrepancies

- Differences between authorized transactions and actual charges will be reviewed by the Business Office and appropriate correction/clarification requests made to Card Holders via email.
- The employee will have 3 days to respond to such inquiries.
- Unresolved issues may result in disciplinary actions.

### Disputed Items

If the Business Office audits the statement and determines some charges are disputable, such charges will immediately be investigated to determine if any abuse has occurred or if the charges are valid.

### Food Purchases

Food purchases made with a school credit card require a Food Purchase Purpose Statement & Attendees Form, in addition to a requisition. Staff and Student meal rates are as follows:

- In-state: Total of \$30 per day, or \$8 breakfast, \$10 lunch and \$12 dinner
- Out-of-state: Total of \$40 per day, or \$10 breakfast, \$14 lunch and \$16 dinner

# PURCHASING

---

In regards to the acquisition of goods and services, PISD Board Policy states:

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. *The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control.* Persons making unauthorized purchases shall assume full responsibility for all such debts.

All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

In the rare event that a Purchase Order cannot be used to facilitate procurement of an item, a PISD Credit Card may be issued. To secure approval of the Credit Card, the following steps should be followed.

1. In TxEIS, enter a requisition for the Credit Card that will be used to obtain approval of the items being requested. For example, if you are requesting to use the MasterCard, enter “MasterCard” as the vendor.
2. Enter the location the card will be used at in the “Reason” section. In the following line items, enter the items to be purchased.
3. If you plan to use the Credit Card at multiple locations, a requisition for each location must be approved.
4. Upon approval of the requisition, the employee will be issued a Credit Card to use in procuring the items.
5. The employee will also be given a Tax-Exempt form for the purchase. It is imperative that Credit Card users **do not allow tax to be charged to the Credit Card**. If tax is charged to the card, it will be automatically deducted from your paycheck.
6. Once the items are purchased, return the Credit Card to the Business Office along with a detailed receipt showing completion of the purchase.
7. **The Credit Card must be returned with 24 hours of purchase (or next Business day).**

# RECEIPTS

---

Itemized receipts are required for all transactions regardless of fund or vendor. An “Itemized” receipt requires all of the following pieces of information as shown below:

- The number of items purchased with specific descriptions (i.e. “gen. mdse”, “misc.”, or “tax exempt item” are not adequate descriptions)
- The price for each item purchased must be provided, along with subtotal, tax exemption, and total.
- The vendor’s name must appear imprinted or stamped on all receipts. Receipts smaller than 8-1/2” X 11” should be taped to an 8-1/2” X 11” sheet. (Do not place scotch (clear) tape over any writing on register receipts, since it will erase printing on most receipts and may necessitate the card user providing a duplicate receipt.)
- Adding machine tape with handwritten item descriptions is not an itemized receipt and will NOT be accepted.

All receipts are to be taped onto an 8-1/2” x 11” piece of paper. Oversized receipts should not be cut to fit an 8-1/2” x 11” sheet of paper. These receipts should be folded and placed on the 8-1/2” X 11” sheet in such a manner allowing ease of access during the audit process. This can be accomplished by taping the top corners of the receipt to the sheet of paper and folding the receipt to fit the sheet.

Do not use a highlighter over any writing on receipts. Highlighters will completely black out writing on some receipt paper.

Receipts for credits back to the card are also required and must be itemized and signed by the cardholder.

**Lost receipts are not an option.** If a receipt is lost (whether for a purchase or credit), the cardholder must obtain a duplicate from the Vendor. If a receipt is not obtained, the cardholder MUST reimburse the district for any charges that will appear on the credit card.