

<b>MARION SCHOOL DISTRICT 60-3</b>	<b>NEPN Code: DGD-R</b>
<b>FISCAL MANAGEMENT</b>	

**CREDIT CARD USE: REGULATIONS**

Credit Cards are used to improve processing efficiency and provide revenue share on School District purchases. Any revenue share paid by the credit card company to the District shall be deposited in the General Fund. The District will use two specific types of credit cards:

1. **Procurement Cards** - Will be used by the District employees to purchase District-related supplies and services (see qualified purchases below).
2. **Gas Cards** – Will be used by District employees to purchase fuel for District vehicles and equipment used predominately in the City of Marion (for example: grounds and maintenance equipment and busses).

A signed and approved Employee Procurement Card Agreement for employees’ authorized use of a credit card is required. The Employee Procurement Card Agreement is to be filed with the Business Manager. Cardholders are also required to follow the Procurement Card Policies located on the District website.

Each card issued has specific card controls and limits, and merchant category exclusions. These limits will be authorized and maintained by the Business Manager.

The Procurement card is for business-related purposes only. It may not be used for personal purchases. The procurement card is District property and should be used only for qualified District purchases. The items listed below are examples of qualified and unqualified purchases.

**Qualified Purchases:**

Maintenance/repair/operations, facilities maintenance expenses, office supplies, stationery, forms, printing, books, periodicals, subscriptions, software, DVD’s, CD’s, computer supplies and maintenance, safety equipment or supplies, catering or small dining services, medical supplies, screen printing, travel expenses such as lodging, meals, registration fees and airline tickets (must have approved professional leave form), fuel for use of District vehicles and equipment.

**Unqualified Purchases:**

A product or service not considered an appropriate use of District funds, entertainment (bars, liquor stores, movie theaters, etc.), contract services, personal purchases, cash advances, money orders, fines, and purchases in excess of transaction limits.

Employees authorized to use a procurement card are responsible for obtaining a receipt for each purchase transaction and submitting the receipt(s) to the Business Manager. If a receipt is not submitted within 30 days, the employee shall reimburse the school district for the charges made on the procurement card. Reimbursement to the school district shall be withheld from the employee's bi-weekly paycheck.

Employees shall reimburse the District for any charges that are disallowed by the Principal, Superintendent or the Business Manager.

Upon request by an authorized representative of the District or upon termination of employment, each employee must return the credit card to the Business Manager.

The Business Manager shall make one payment a month to the procurement card company for credit card purposes. The payment will coincide with the monthly board meeting.

<b>1<sup>st</sup> Read:</b>	October 10, 2011
<b>2<sup>nd</sup> Read:</b>	November 14, 2011
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