

KLONDIKE ISD CREDIT CARD POLICY

The KISD VISA credit card is for district purchases only. Cardholders are responsible for immediately reporting any fraudulent use or misapplication of the VISA credit card to the Administration. Temporary or permanent cancellation of the cardholder's privileges and disciplinary actions up to and including termination and legal action could occur due to fraudulent card use.

I. CARDHOLDER INFORMATION

RESPONSIBILITIES

Cardholders are responsible for:

- **IMMEDIATELY** reporting a lost or stolen card.
- The security of the card. Under no circumstances are you to allow another person to use your VISA credit card. **(EVEN IF YOU TRUST THEM)**
- Making purchases for your school/department of authorized and allowed goods
- Making purchases in compliance with information set forth in this policy.
- Ensuring original merchant documentation is complete and available for **EVERY** transaction.
- Turning in your card to the Administration upon retirement, leave of absence, or termination.

PROHIBITED TRANSACTIONS

***Do not purchase the following goods with your card.
They are prohibited transactions and are cardholder violations.***

- Any personal purchases
- Cash advances/disbursements from financial institutions
- **GIFT CARDS** from any establishment for any reason
- Salary and monetary awards
- Consultant and maintenance agreements (**one-time** emergency repairs are permissible.)
- Purchases from sources that the cardholder has a financial interest
- Gifts
- Entertainment and alcoholic beverages @ any type of establishment
- Vehicle expenses for personal vehicle (examples: gasoline, carwash, auto parts and repairs)
- Pagers, cellular phones

**ABSOLUTELY NO GIFT CARDS ARE TO BE
PURCHASED WITH THE VISA CREDIT CARD!**

CONSEQUENCES FOR PURCHASING CARD VIOLATIONS

Personal purchases

- The District must be reimbursed immediately
- Habitual misuse will result in cancellation of the card.

Unauthorized or Inappropriate purchases

- Written warning is to be given to cardholder
- Cardholder may be required to obtain additional training on use of the card
- Habitual misuse will result in cancellation of the card.

PLACING AN ORDER

You may place your order in person, by phone, by fax, by mail, or over the Internet.

- Inform the vendor that the purchase is tax exempt and carefully review your receipt to ensure no tax was charged
- Remind the merchant that this is a Klondike Independent School District purchase and should be accorded any applicable discounts
- Give your name as it appears on the card
- Give accurate delivery information (the address must be KISD site, not your home address)
- Do not allow COD deliveries. You must pay at the time of ordering or pick up by using the credit card
- Request documentation showing description and cost of each item
- When placing a telephone order, get an order confirmation number and request a faxed copy of the invoice or order

DOCUMENTING EACH TRANSACTION

Every transaction **MUST** have valid and complete source documentation from the vendor.

Valid source documentation should be:

- A receipt and card transaction slip from the merchant; or
- An invoice or a packing slip showing procurement card payment and listing individual items and cost for each

All documentation must include the following information:

- Vendor identification (vendor name)
- Date the purchase was made
- Description, quantity and unit cost of each item purchased
- Total cost of the order
- Cardholder name and/or card number

Other acceptable & non-acceptable uses for credit cards

Refreshments or catering for staff development sessions, community meetings, workshops, parent advisory meetings, and other District sponsored meetings.	Yes
Rental of meeting rooms and meeting equipment, etc. for a period of two days or less.	Yes
Travel advances, reimbursements, parking fee reimbursement, and taxi fares.	No
Prepaid individuals or group registration for meetings and/or lodging.	No
Tuition payments	No
Refund(s) fees or other over-collections, i.e., for textbooks	No
Utility payments	No
Remittance or payroll taxes and other withholdings	No
Subscriptions where payment must accompany order.	Yes
Legal Services	No
Postage expenditures	Yes
Emergency equipment repair	Yes
Photographer's services	No
Membership in professional organizations related to schools and or District activities	Yes
Specialized medical and psychological services performed on an emergency basis	No
Athletic, academic contest, extracurricular officials and security officers who are not school employees	No
Scholarship, etc., to school teachers and students	No
Awards and incentives to teachers, plaques, certificates, ribbons or other business related items not of a professional nature such as flowers.	Yes
Approved ground transportation (bus, van, taxi, etc.) school-related activities.	Yes
Reimbursement of school activity funds for any purchase authorized under this policy.	No
Miscellaneous, non-recurring purchases less than \$100	No
Parent incentives from special funds.	No

KISD VISA CREDIT CARDHOLDER AGREEMENT FORM

I, _____, agree to the following regarding my usage of
(name of employee)
the KISD VISA credit card.

1. I understand that I am being entrusted with a valuable tool for making financial commitments on behalf of the District so that the District may obtain its best value for these financial commitments.
2. I understand that under no circumstances will I use the VISA credit card to make personal purchases, either for others or myself. I understand that willful intent to use the VISA credit card for personal gain may result in disciplinary actions including termination of employment.
3. I will adhere to established procedures for using the VISA credit card. Failure to do so will result in either revocation of my user's privileges and other disciplinary actions.
4. I have been given a copy of the VISA credit card policy and understand the requirements for using the VISA credit card.
5. I agree that should I violate the terms of this agreement and use the VISA credit card for personal use or gain, that I will reimburse the Klondike Independent School District for all incurred charges and any fees related to the collection of those charges.
6. I agree to reimburse KISD for any missing receipts.

Employee's Name (PRINT)

Employee's Signature

Date

Sign and return to business manager or superintendent.