

CREDIT CARDS

DISTRICT-ASSIGNED CREDIT/PROCUREMENT
CARD HOLDER AGREEMENT

By my signature I hereby acknowledge that I have read and understand the Chinle Unified School District's credit/procurement card policy and regulations (DGD; DGD-R and DGE-E). Furthermore, I affirm that I will not use the credit/procurement card for personal reasons. I understand that a violation of this agreement may result in disciplinary action up to and including termination, and possible legal action.

Fuel card Receipts:

1. Vehicle #
2. Mileage at time of Service
3. Employee Signature

All other itemized documents will be submitted with Travel Claim, if related to travel such as; lodging, airfare, and gas receipts.

Itemized receipts for supply orders will be turned in immediately once item is ordered and received.

All detail receipts will be turned in within 24 hours of return from the approved trip.

I authorize payroll to deduct for any unauthorized purchases:

Signature

Title

Printed name

Date signed

- Fuel Card User
- Procurement Card User

DGD-R ©
REGULATION
CREDIT CARDS

(Credit Cards and/or Procurement Cards)

Purposes

The issuance and use of a credit/procurement card is to provide an alternative purchasing mechanism when traditional payment/procurement methods are not feasible.

A credit/procurement card may be used to facilitate the payment of travel expenses such as hotels, meals and registrations for training and education while conducting District business, including fuel for District-owned vehicles.

Authorized Card Holders

Persons designated as authorized credit/procurement card holders must agree to abide by the procedures described in this regulation.

The holders will be held liable for any unauthorized use of a District-assigned credit/procurement card, which may result in disciplinary action up to and including the loss of employment and other actions provided by law.

Except for business department personnel performing authorized office duties, no person other than a designated holder is to have access to or use of a District-assigned credit/procurement card.

Scope

The credit/procurement card is to be used only when the items and/or services to be purchased are for the official use of the District. No personal use of a credit/procurement card is allowed.

District-assigned credit/procurement cards may be used only when one (1) of the following conditions exists:

- When a vendor will not accept a purchase order or offer billing terms.
- When the purchase must be made during an "emergency." For the purpose of this regulation, *emergency* means payment for a purchase must be made before the next accounts payable check run. A memo bearing the Superintendent's signature of approval must be presented explaining the circumstances and nature of the emergency.
- When a revolving fund check cannot be used.

Credit/Procurement Card Purchasing Limitations

The following are District-established credit/procurement card purchasing limitations:

- A single purchase may not exceed a maximum of fifteen thousand dollars (\$15,000).
- Cumulative purchases by a card holder may not exceed twenty-seven thousand five hundred dollars (\$27,500) during a statement month.

A purchase made using a District-assigned credit/procurement card may not violate any District purchasing policy or regulation. All purchases must be appropriate and in the best interest of the District. Violation may result in termination of the employee's credit/procurement card privileges.

Credit/Procurement Card Transaction Requirements for Physical, Verbal, and Internet Orders

When a District-assigned credit/procurement card is required for a physical, verbal or internet purchase, the following steps must be taken:

- Prior to use of the credit/procurement card, the card holder is to submit a purchase order requisition form to the District business office accompanied by the following:
 - A detailed description of the items and/or services to be purchased using the credit/procurement card.
 - The date the purchase will be made.
 - The actual amount of the purchase. If the actual amount is not known an estimate may be stated, but the amount of the purchase cannot exceed the stated amount.
 - Proper account coding information.
 - Signatures of the requester and the approving authority.
- The holder must verify that a purchase order has been created and approved *before* a credit/procurement card transaction occurs.
- When a credit/procurement card is used the card holder must promptly submit all receipts and other related documentation to the business office. The documentation should clearly indicate the employee making the purchase and the specific school purpose for the expenditure. Receipts for fuel or vehicle repairs are to include the vehicle license number.

Credit/Procurement card statements must be addressed directly to the business office and not to the card holder. All purchase transaction receipts must be reconciled to the monthly credit/procurement card statements prior to entry on an expense voucher. As credit/procurement card companies may charge fees and interest, payments must be made in a timely manner to avoid finance charges.

Use of a Credit/Procurement Card for Travel

Reservations must be made through the purchasing office. A completed professional leave form must be submitted along with the necessary information. The business office will provide the credit/procurement card information to the selected vendor.

Yearly Training for Card Users

At the beginning of each fiscal year, training will be held the 3rd week of August on a Thursday in the Governing Board Room for Use of Fuel and Procurement Cards. On the 4th week of August on a Thursday training will be available at the Transportation Department. For all card holder agreements that only require annual renewals will be available on the District website and turned in by the 1st week on a Thursday in September each year. At the request of any employee an on-site training can be schedule with the Purchasing Supervisor.

**DGD ©
CREDIT CARDS**

(Credit Cards and/or Procurement Cards)

Use of Credit Cards/Procurement Cards

The Governing Board acknowledges that instances may occur when ready payment for goods or services is in the District's best interest. Therefore, the Board authorizes the Superintendent to secure and assign controlled-limit credit/procurement cards to designated personnel. District-assigned credit/ procurement cards may not be used for personal expenditures.

The use of credit/procurement cards is to be closely monitored and payment of statements for authorized purchases are to be made as promptly as possible to avoid fees and charges for the use of such cards.

The Superintendent is directed to develop regulations for the use of District-assigned credit/procurement cards. Such regulations are subject to Board review and approval.

The Board reserves the right to revise or rescind this policy at its sole discretion.

Definition of Credit/Procurement Card

The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the applicable Visa, Master Card, Discover, American Express or petroleum company logo.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-342

38-621

38-622

38-623

38-624

38-625

Uniform System of Financial Records

CROSS REF.:

DKC - Expense Authorization/Reimbursement