

ADMINISTRATIVE REGULATIONS

CREDIT CARDS/PURCHASING CARDS

PURCHASING CARDS (P-CARDS)

The North Scott Community School District only allows certain purchases to be made using the P-Card. All purchases must be made in compliance with our Purchasing policies and the guidelines set forth in the P-Card manual. **Any violation will result in disciplinary action that may include termination of employment.** It is the responsibility of the authorized cardholder to ensure all purchases are sales tax exempt (excluding lodging and meals during travel). Only the authorized cardholder may use the P-Card and no authority is permitted or conferred to the cardholder for the delegation of its use. Each cardholder has a designated single transaction credit limit and a monthly credit limit. Intentional circumvention of these limits is strictly prohibited. This includes splitting a transaction amount with the same vendor or multiple vendors for purchases that would otherwise exceed the cardholder's limits. The District will perform periodic audits electronically and manually to verify adherence to this policy.

1. Allowable Purchases

- General and Instructional Supplies including software
- Travel (as permitted and pre-approved by the District's travel policy)
- Pre-Approved meeting/convention expenses including registrations & hotels
- Internet purchases for books and supplies

2. Prohibited Purchases

- Cash advances, wire transfers or money orders
- Independent contractors or other personal services
- Maintenance contracts
- Personal purchases
- Telephone expenses
- Alcohol purchases
- Donations
- Employment ads
- Parking tickets
- Gift Cards
- Prepaid Cards (Itunes etc.)

Additional information regarding P-Card regulations may be found in exhibit 401.16E1.

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GASOLINE CREDIT CARDS (Out of District)

Temporary gasoline credit cards, such as Amoco, are issued to pay gasoline charges incurred while conducting school business. These cards are controlled centrally, according to the following procedure:

- 1 - Cards may be issued to district employees or board members.
- 2 - Cards are issued by the transportation secretary at the direction of the director of operations.
- 3 - The employee or board member must sign for card at time of issue.
- 4 - The card must be returned to the transportation secretary within 24 hours of return from trip.

GASOLINE CREDIT CARDS (In District)

Gasoline charge cards, such as S/M cards, are issued to pay for in-district gasoline charges. These cards are controlled centrally, according to the following procedure:

- 1 - A card is issued with every bus, and should be kept in the bus.
- 2 - Cards are issued by the transportation secretary at the direction of the director of operations.
- 3 - When issued, the card is signed for by the regular bus driver.
- 4 - Driver is informed of PIN number by transportation secretary. The PIN number must be committed to memory, and under no circumstances should the PIN number be written down and kept with the card.
- 5 - Two S/M cards, controlled by the transportation secretary, are available for use by grounds, maintenance, small vehicles, etc.
- 6 - S/M cards are also issued to the superintendent and the director of operations.

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