

The board of trustees may authorize the use of school district credit cards by trustees and designated employees to facilitate payment of travel and other expenditures that have been pre-authorized using the establish requisition process.

The district's business office is responsible at all times for managing the district's credit card accounts and will track the assignment and distribution of all credit cards issued to the district, and reconcile the expenditures of each cardholder on a monthly basis. In the event that the cardholder fails to provide documentation regarding the purchase(s) to the business office, or any misuse is suspected, the business office shall immediately notify the superintendent.

RESPONSIBILITY OF CARDHOLDER

Any cardholder authorized to use a district credit card is responsible for reading and complying with this policy at all times. The cardholder employee shall only use the credit card to make purchases consistent with board policy and authorization.

Cardholders are expressly prohibited from purchasing the following with the district's credit card:

- Alcoholic beverages;
- Illegal items;
- Personal items or services;
- Gifts or donations; and
- Items or services that the cardholder is not authorized to purchase by board policy.
- Items that can be purchased through the standard Purchase Order Process.

The cardholder must obtain receipts verifying each purchase (including vendor name and location, date and time of purchase, and items/services purchased) and provide such receipts to the business office or cardholder's supervisor by the end of the calendar month. The cardholder shall be responsible to reimburse the district for any purchases not consistent with board policy or for which the cardholder has not provided the receipt, as well as any fees/charges associated with investigating the unauthorized purchase.

The cardholder shall be responsible for the safeguarding of the credit card and the confidentiality of the information contained on and regarding the credit card while in the cardholder's possession and/or responsibility. The cardholder shall immediately (within 24 hours) report to the business office and cardholder's supervisor if the credit card is lost or stolen.

The credit card shall be immediately returned to the business office or cardholder's supervisor upon request or upon termination of cardholder's employment relationship with the district. The cardholder shall not be authorized to give the credit card to anyone other than the relevant merchant as may be required.

DISCIPLINARY ACTION

Any cardholder who violates this policy shall immediately reimburse the district for any unauthorized purchases. In the event it is determined that the unauthorized purchase was an intentional violation of the policy, and/or the cardholder makes such an unauthorized purchase on more than one occasion, the superintendent may determine that the cardholder must return the credit card to the district. Violation of this policy by any cardholder may be grounds for disciplinary action, up to and including immediate termination from employment with the district.



LEGAL REFERENCE:

Idaho Code Section 33-512

ADOPTED: October 9, 2018

AMENDED: