

# Oak Ridge Schools

## Office of the Superintendent



# Administrative Procedure 2.800

## District Credit Card

## **District Credit Card - Administrative Procedure**

### **Overview:**

The District Visa Credit Card program is a limited-access program utilized to facilitate certain purchases in a more timely manner than issuing a check. It is available to:

- Board of Education members, Superintendent, Executive Directors, and Directors to be used for travel related expenses;
- School Principals for use in purchasing items using Internal School Funds on behalf of their individual school; and
- The Business Office for use to purchase previously approved items on behalf of the District.

Requests for new cards for above classified employees must be submitted on a Credit Card Request Form (available from the Business Services Coordinator) and approved by the Finance Director.

The District is held to a high level of accountability for its business practices. Every reasonable effort must be made to ensure that District funds are used in a responsible manner. The use of credit cards by cardholders must be within the guidelines as outlined in this procedure.

### **Limits & Utilization:**

Spending limits enable the District to provide cardholders with the ability to accomplish the needs of the job without exposing the District to unnecessary risk. Purchases will be monitored & reviewed by the Business Office to verify that purchasing guidelines are followed. Credit card limits for individual cards are set according to the needs of the individual and/or school and are established on a case by case basis.

The credit card is a corporate charge card which will not affect the Cardholder's personal credit; however, it is the Cardholder's responsibility to ensure that the card is used within established guidelines relating to the expenditure of District funds. All District purchasing rules and regulations should be followed. Adequate documentation must be maintained to support all transactions and receipts are required for the verification of purchase as well as for the proper expense allocation.

### **Cardholder Responsibilities:**

Cardholders are considered to be "de facto" purchasing agents for the District and must have an understanding of the District's purchasing rules. Cardholders are required to:

1. Sign a Commercial Card Agreement accepting responsibility for card usage and adherence to established guidelines;
2. Maintain card in a secure location and manner at all times;
3. Ensure the card is used for legitimate District business purposes;
4. Not use the card for personal purchases or for cash advances;
5. Obtain receipts for purchases, printed purchase confirmations from websites, or other forms of purchase documentation;
6. Obtain all refunds in a form of a credit to the account and not accept cash for any refunds due;
7. Immediately report a lost or stolen card to Bank of America at 888-449-2273 and inform the Business

- Services Coordinator at the first opportunity during normal business hours;
8. Report erroneous transactions or violations of the guidelines to the Business Services Coordinator; and
  9. Ensure the card is returned to the Business Services Coordinator upon termination of employment.

### **Administrative Assistant and/or Bookkeeper Responsibilities:**

Administrative Assistants and/or Bookkeepers are required to:

1. Maintain the credit card in a secure location when not in the possession of the cardholder;
2. Maintain a check-out log for any card that is given to a District employee on a temporary basis for making purchases;
3. Ensure budgeted funds are available and that all purchasing guidelines, such as pre-approval, are followed prior to cardholder using the card;
4. Secure all sales slips, receipts, invoices, packing slips, printed online order confirmations, or other forms of purchase documentation from cardholder as soon as possible after purchase;
5. Download credit card statement from Bank of America on a monthly basis;
6. Reconcile receipts to the approved purchase orders and the monthly credit card statement;
7. Submit all receipts, purchase orders, and card statements:
  - a. To Accounts Payable in a timely manner for District paid cards; or
  - b. Create payment to Bank of America for purchases made using Internal School Funds.

### **Business Office Responsibilities:**

The Business Services Coordinator will be responsible for the over-all administration of the District Credit Card program and will:

1. Serve as the District's liaison with the bank;
2. Request, receive, and issue credit cards to approved cardholders;
3. Secure one-time increases in the purchasing limit of a cardholder's card from Bank of America;
4. Ensure lost or stolen cards have been canceled by the bank;
5. Maintain records of request forms, issued cards, card limits, & User Agreements;
6. Monitor all District-issued cards periodically for adherence to guidelines.

The Accounts Payable Specialist will be responsible for:

1. Reconciling District credit cards;
2. Verifying individual/department reconciled statements;
3. Issuing timely payments on all District cards.



# Oak Ridge Schools

OFFICE OF  
Business & Support Services

Telephone (865)425-9004  
Fax: (865)425-9060

## CARDHOLDER COMMERCIAL CARD AGREEMENT

For your convenience as a \_\_\_\_\_, Oak Ridge Schools is presenting you with this ORS district credit card. It is available to you for traveling and travel-related expenses and entrusts you as a responsible agent to safeguard and protect School assets.

I, \_\_\_\_\_, hereby acknowledge receipt of an Oak Ridge Schools Bank Of America credit card, No: \_\_\_\_\_ (pin# \_\_\_\_\_). As a cardholder, I agree to comply with the terms and conditions of the Agreement and the ORS District Credit Card Administrative Procedure 2.800 and with ORS Purchasing Policy and Procedures.

I acknowledge receipt of this Agreement and confirm that I have read and understand the terms and conditions and understand that Oak Ridge Schools is liable to Bank of America for all Oak Ridge Schools charges.

I agree to use this card for approved purchases only and agree not to charge personal purchases or general fund expenditures to the card.

I understand that Oak Ridge Schools may terminate my right to use this card at any time for this reason. I agree to return the card to Oak Ridge Schools immediately upon request or upon termination of my relationship with the schools.

### Cardholder:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name & Title

### Approving School Official:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Finance Director



# Oak Ridge Schools

OFFICE OF  
Business & Support Services

Telephone (865)425-9004  
Fax: (865)425-9060

## CARDHOLDER COMMERCIAL CARD AGREEMENT School Principals

For the use and convenience of \_\_\_\_\_ Internal School funds transactions only, Oak Ridge Schools is presenting you with this ORS district credit card. It is available to you for use in online and other expenses related to \_\_\_\_\_ School fund needs and entrusts you as a responsible agent to safeguard and protect School assets.

I, \_\_\_\_\_, hereby acknowledge receipt of \_\_\_\_\_ Bank Of America credit card, No: \_\_\_\_\_ (pin# \_\_\_\_\_). As a cardholder, I agree to comply with the terms and conditions of the Agreement and the ORS District Credit Card Administrative Procedure 2.800 and with ORS Purchasing Policy and Procedures.

I acknowledge receipt of this Agreement and confirm that I have read and understand the terms and conditions and understand that Oak Ridge Schools is liable to Bank of America for all Oak Ridge Schools charges.

I agree to use this card for \_\_\_\_\_ Internal School Fund approved purchases only and agree not to charge personal purchases or general fund expenditures to the card.

I understand that Oak Ridge Schools may terminate my right to use this card at any time for this reason. I agree to return the card to Oak Ridge Schools immediately upon request or upon termination of my relationship with the schools.

### Cardholder:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

### Approving School Official:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Finance Director