

## **Purchasing Cards**

District-issued purchasing cards shall be subject to the following:

1. The card holder or user is responsible for obtaining and submitting original, itemized receipts for each purchase and preparing appropriate forms for documentation of the description of the expense, the budget code to be charged, and proper signed authorization. If an online purchase is made, a detailed computer receipt is required. For Amazon purchases, this needs to be the invoice and not a printout of the shopping cart. The person making the purchase needs to sign/initial the receipt to verify their purchase and receipt of the items purchased;
2. Personal items shall not be charged on district-issued cards. If a personal item is inadvertently purchased on a district-issued card, which is a violation of this policy, repayment by the employee must be made immediately;
3. The purchase of alcoholic beverages is strictly prohibited. The purchase of gasoline for privately-owned vehicles is also prohibited, unless prior authorization has been received;
4. Leaving a gratuity that exceeds 15 percent is prohibited unless the restaurant automatically includes this amount on your bill. If you wish to leave a gratuity of more than 15 percent, it needs to be your personal expense and not charged to the district card.
5. Airline tickets may be purchased with a district-issued purchasing card only with prior approval from the superintendent or designee.
6. Meal expenses will only be allowed if the employee's travel requires them to be away from home overnight or if they are required and approved to have their regular work day extended by two hours, spanning over a typical meal time. The only other exception is a meal that occurs during the work day and is consumed during the course of a working meeting. Receipts need to be itemized, showing what food or beverages were purchased. There also needs to be written documentation regarding the purpose of the meeting and the person(s) who consumed the meal.
7. Any purchase incentives accrued to a district issued purchase card shall be redeemed for the exclusive benefit of the district.
8. If the card is lost or stolen, the employee needs to immediately notify the bank or card issuer by telephone and also the designated contact in their school or department.
9. All receipts need to be provided to the department or building the same day or next working day following the date of purchase or upon return from travels.

10. If a receipt is lost, the user will be personally responsible for any charges and reimbursement will need to be made to the district for these charges.

Violation of the provisions of this policy may result in revocation of the purchasing card and/or discipline up to and including dismissal.