

DAAS Procurement Policy – Use of Credit Cards

Document Location

The source of the document will be found in the Finance Department's Policy and Procedures Manual.

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1. Academy Credit Card

DAAS Academy CEO and assistant financing official may be required from time to time to expend funds in the performance of Academy business when a purchase order is neither practical nor possible. These expenditures may be directed to cover expenses while traveling to complete business for Academy. The Academy authorizes the CEO and assistant financing official of the Academy to hold and use a bank credit card in the name of the district; no other employee of the Academy is authorized to have such cards. The credit limit for any card shall not exceed \$50,000.

The Board directs the CEO and assistant financing official to limit credit card use to the areas identified in the preceding paragraph. The Board prefers that purchase orders be issued to provide the financing official with the means to encumber and track appropriations, to provide the Board and other Academy officials with timely and accurate accounting information, and to provide for adequate monitoring of Academy expenditures.

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

2. Operational Procedures

The use of school district credit cards by the CEO and assistant financing official is subject to the following procedures:

1. The 2 Academy credit cards will be under the custody of the CEO and assistant financing official only.
2. The CEO and assistant financing official shall provide a written report of the nature of the expenditure for which the card was used and a copy of both the credit card receipt and supporting expenditure documentation to the financing official. The written report shall include the nature of the items charged, amounts charged, and the date(s) of the credit card use. The financing official shall maintain a log of Academy credit card use.
3. Any charges against the credit card that are not properly reimbursed expenditures are to be identified by the financing official upon the filing of the report in 2) above. At that time, the CEO and/or assistant financing official shall issue a check to the Academy for reimbursement of those credit card charges.
4. No payments shall be made on the basis of a statement or a credit card slip only. Supporting documents such as paid bill and receipts must be provided to the finance office at the time that the credit card written report is filed. Any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee shall be the responsibility of the CEO and assistant financing official. [The finance office shall pay in full the credit card balance(s) no later than the due date so that finance charges will not be incurred.]
5. Personal items shall not be charged on Academy-issued credit cards. If a personal item is inadvertently purchased on an Academy-issued credit card in violation of this policy, repayment by the employee must be made

immediately. Failure to make the required payment may result in an automatic deduction from the individual's next payroll disbursement.

6. The purchase of alcoholic beverages is strictly prohibited.
7. Airline tickets may be purchased with an Academy-issued credit card only with prior CEO approval. If the issued credit card provides for purchase incentives (i.e., points, discounts or airline mileage credits), such incentives shall only be redeemed for authorized Academy business.