



PTHS D209

Credit Card Policy and Procedures

Board Policy 4:55 Use of Credit Card and Procurement Cards

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. The Superintendent shall limit the amount each cardholder may charge in a single purchase or within a given month and inform the issuing bank of these limitations.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified or, would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in [105 ILCS 5/10-20.21](#), or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.



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Credit Card Procedures:

The Originator -

1. enters the requisition into Infinite Visions: *Vendor = Corporate Mastercard* ;
2. then enters the last four-digits of the credit card and the merchant's name (i.e. Sam's Club, Panera etc.) in the **Reference** box located in the **Order Information** section – see below.
(Reminder: only ONE merchant per requisition)
3. the requisition is reviewed by the Requester (usually the Supervisor of the Originator);
4. reviewed by the Purchasing Agent;
5. reviewed by the Director of Accounting.

Requisition Information		Order Information		PO Information	
Req. Number	Date 12/10/2019	Order Via	Fax	PO Number	
Vendor	CORPORATE MASTERCARD	Project	Undesignated	PO Date	
Ship To	Proviso Township HS District 209	Date Required	12/25/2019	Revision	
DAC	Office of Finance	Order Type	Purchase Order	Req. App.	
Requester	M OROURKE <input type="checkbox"/> W9 Rcvd	Reference	1234 SAMS CLUB	Closed Date	
Buyer		Award Number		Status	

After the requisition is approved by **all designated approvers**, a Purchase Order is generated by the Purchasing Agent. The Purchase Order is sent (via email) to the Originator.

NOTE: Please keep a file with all purchase orders received and corresponding receipts for your monthly reconciliation.

The receipt(s) from the purchase must accompany the card as required by **Board Policy 4:55**.

Next, the month end statements will be emailed to each credit card holder by the District Business Office. Print out your statements and reconcile by matching receipts to the purchase orders received.

NOTE: Please identify the PO number next to each charge on the statement.

Finally –

1. Clip the Reconciliation Approval form to the statement with all POs and receipts (staple receipts to the corresponding PO) Also, please number the charges on the statement to correspond to the PO and receipt attached which matches the numbered charges on the statement – see sample reconciliation;
2. Both the preparer and the supervisor (name on the credit card) must sign the approval form;
3. send the documents to the District Business Office for processing.



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