

Adopted: 1/18/2007

Revised: 2/27/2020

219 PROCUREMENT CARD USE

BASIC RULES ABOUT MASTERCARD USE

1. Account is issued in the employee's name and is to be used for business purposes only by the employee.
2. Account can only be used to make purchases that have an approved purchase order.
3. Abuse or willful disregard of the account will result in the account being revoked at the discretion of the program administrator.

Credit card statements with purchase orders and receipts attached must be submitted monthly in a timely fashion.

4. It is the employee's responsibility to safeguard the physical card/account number and to only disclose the number to authorized suppliers.
5. Purchases should not exceed the account limit during a billing cycle or monthly spend cycle. The billing cycle ends on the 27th of each month.
6. The account holder will surrender and cease use of his/her card/account number on termination of employment, whether for retirement, voluntary separation, resignation or dismissal. The account holder may also be asked to surrender the card/account number at any time deemed necessary by ISD #118 or BMO/Harris Bank.
7. Changes in credit limits, employee names and addresses, deletions, additions, moves, etc. must be via the program administrator.
8. Lost or stolen card.:
Report lost or stolen cards at once to the Superintendent. Immediately report lost or stolen cards to MasterCard at 1-800-361-3361

PROCEDURES FOR USING WALMART CREDIT CARD

1. Complete online requisition
2. After approval of requisition, get a copy of the purchase order
3. Sign out credit card from school secretary
4. Make approved purchase
5. Attach receipt to purchase order and return card and PO to school secretary