

Use of Credit 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 institution to block the cards' use at unapproved merchants.
3. The Superintendent or designee may limit the amount each cardholder may charge in a single purchase or within a given month and inform the issuing institution 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. 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.
9. 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.

10. The credit or procurement card is the property of the District and should be secured as one would secure their own personal card. It is the cardholder's responsibility to notify the vendor that the District is tax exempt. The State tax-exempt number and form are available from the District's business office. Cardholders should present this form for all purchases. Every reasonable effort should be made to avoid paying sales tax.

Cardholder Responsibilities

1. The cardholder is responsible for securing receipts for all purchases. Receipts must be itemized and detailed. If a receipt is not secured at the time of purchase, it is the cardholder's responsibility to ensure the vendor is contacted to get a copy of the receipt.
2. After multiple unsuccessful attempts to obtain a receipt for a purchase from the vendor, a Missing Receipt Affidavit must be filled out for all missing or lost receipts. Excessive use of this form may result in loss of credit and procurement card privileges.
3. The cardholder is responsible for ensuring that the District doesn't pay sales tax on credit and procurement card purchases.
4. Must attempt to resolve disputes directly with the vendor. If disputes cannot be resolved with the vendor, the dispute must be reported to the card issuer.
5. Must take steps to safeguard their credit card against theft or loss. If the card is lost or stolen, or there are suspicious transactions, the card issuer must be notified immediately.

LEGAL REF.: 105 ILCS 5/10-20.21.
23 Ill. Admin. Code §100.70(d).

CROSS REF.: 4.50 (Payment Procedures), 4.60 (Purchases and Contracts), 4.80 (Accounting and Audits), 4.90 (Student Activity and Fiduciary Funds), 5.60 (Expenses)