

CREDIT/PURCHASE CARD POLICY

1. Purpose

The Board of Education recognizes the convenience and efficiency afforded by the use of credit/purchase cards as an alternative payment method when making small purchase of commodities and services or for the payment of authorized travel expenses. Credit cards cannot be used to purchase land, buildings, vehicles, or equipment whose cost is above \$5,000, the County's capital asset control level threshold.

2. Authorized Users

The superintendent will approve all authorized users who must be a regular, full-time employee who has attended training and accepted the responsibility are further detailed in the section 3.

3. Implementation

The Superintendent or their designee will oversee and establish separate procedures for the delegation and use of credit/purchase cards.

3.1 Receipts

An itemized receipt must be obtained for each transaction charges on the card. The receipt must contain the following specific information and meet certain conditions:

3.1.1 Receipts must be itemized and include a description of the items purchased, unit price, quantity, and total cost for each item. Use of generic terms such as "miscellaneous" or "various merchandise" will not be accepted.

3.1.2 Receipts must show "no balance due" or be marked "paid".

3.1.3 Receipts must be totaled.

3.1.4 Receipts must show that the payment was by credit card.

3.1.5 All receipts should be kept in chronological order by date of purchase.

3.2 Reconciliations and Reviews

Each cardholder is responsible for reconciling his/her statement every month. The credit card program coordinator is responsible for reconciling the master statement.

3.2.1 Individual and master statements must be examined carefully for billing errors, debits due to erroneous billings, or credits to correct a previously disputed item.

- 3.2.2 Upon completion of reconciliation, the cardholder must forward his/her documentation to the coordinator for review.
- 3.2.3 The coordinator is responsible for reconciling the master statements. This includes reviewing all transactions to ensure that they are legitimate and for official business, and that all required documentation is present.
- 3.2.4 For post-audit purposes, the finance department will retain all documentation relating to the card program for three (3) years from the end of the fiscal year in which the transaction was completed.

3.3 Unauthorized Use

- 3.3.1 Employees using a card to knowingly pay for items intended for personal use are subject to disciplinary action up to and including termination by the County Board of Education, and subject to civil action by the credit card company for personal liability.
- 3.1.2 Employees failing to properly follow purchasing policies, procedures, and State law associated with the credit card program are also subject to disciplinary action including a period of probation, or, if repeated, reprimand, suspension or termination.

3.4 Vendor Issued Credit Cards

- 3.4.1 Vendor issued credit cards will be issued in the name of the Barbour County Schools or in the name of the school **without** an authorized employee's name printed on the card.
- 3.4.2 Employees who are authorized to use a vendor issued credit card must attend a training course specifically designed for cardholders, prior to acquiring the card, whereby this policy and all rules pertaining to card use are discussed in detail, including purchasing policies, ethics, and disciplinary action that could result if the card is misused.
- 3.4.3 Employees who are authorized to use a vendor issued credit card must also sign a statement acknowledging that they have attended the training session and that they understand and are willing to assume the responsibilities that are associated with the card's use.
- 3.4.4 All purchasing policies must be followed when making purchases using a vendor issued credit card.

3.4.5 Purchase orders are required for purchases of commodities and services made through the use of vendor issued credit cards prior to making the purchase.

3.5 Purchasing Cards

3.5.1 Pursuant to the authority of W. Va. State Board of Education Policy 8200, the Barbour County Schools hereby established a purchasing card program for the purpose of authorizing the use of a purchasing card as an alternative payment method when making purchases of commodities and services.

3.5.2 Authorized Card Holders

3.5.2.1 Purchasing cards shall be issued only to approved regular, full-time Board employees; they shall not be issued to temporary or part-time employees, contract employees, volunteers, or students.

3.5.2.2 Each card shall be issued in the name of an individual cardholder. Only the employee whose name appears on the front of the card is an authorized user of the card. Cards cannot be issued generically in the name of Barbour County Schools.

3.5.2.3 Employees to whom purchase cards are issued must attend a training course specifically designed for cardholders, whereby this policy, purchasing policies, ethics, and disciplinary action that could result if the card is misused.

3.5.2.4 Employees to whom purchase cards are issued must also sign a statement acknowledging that they have attended the training and that they understand and are willing to assume the responsibilities that are associated with the card's use.

3.5.3 All applicable purchasing policies must be followed for each transaction regardless of the method of payment.

3.5.4 Purchase orders are required prior to making the purchase of commodities and services using the County's purchase card system.

3.5.5 Limits

3.5.5.1 The purchasing card may be used to make payments for goods and designated services that do not exceed the single transaction limit, a daily limit, and a maximum monthly limit as established by procedures.

3.5.5.2 The maximum number of daily transactions shall be limited to five and the maximum number of monthly transactions is limited to 25 for each individual cardholder, unless prior approval is provided.

3.5.6. Responsibilities

3.5.6.1 The District Finance Director is responsible for administering the purchasing card program for the County.

3.5.6.2 The Superintendent or their designee shall establish procedures which outline the individual responsibilities for the administration and use of credit cards.

3.5.7 Utilities and Personnel Benefits

3.5.7.1 The county may obtain a separate purchasing card to make payments for utilities and personnel benefits as allowed.

3.5.7.2 This card shall not be valid for any transaction other than the payment of these items.

3.5.7.3 Transactions for these purchases/payments will be limited as specified in the procedures.

4 Prohibitions and Restrictions

4.1 Cardholders are prohibited from delegating a card to another individual. Card delegation is the practice of allowing an individual other than the cardholder whose name appears on the front of the card to have access to the card or card number to initiate or complete a purchase transaction.

4.2 The actual card must be presented by the cardholder for all purchases. Cards and card numbers may not be photocopied and disseminated for making purchases. Card numbers must be kept secure at all times so that the numbers are not photocopied by unauthorized individuals.

4.3 Cards must be surrendered by the cardholder immediately upon termination or separation of employment. Upon surrender, the card is to be canceled and destroyed.

- 4.4 The card must be kept secure at all times. For cards issued in the name of designated employees, the cardholder must write “See Photo ID” upon receipt. Each individual cardholder is responsible for every charge that appears on his/her card. Cards should only be used on secured internet sites. A secured site has a closed lock at the bottom of the screen.
- 4.5 A card shall not be used to obtain cash advances or cash credits. Cards may not be used to pay a vendor requiring the payment of a surcharge.

Source: Board of Education Minutes
W VDE Policy 8200, 1224.1,
Accounting Procedures Manual for County Boards of
Education
Purchasing Policies and Procedures Manual for Local
Educational Agencies
Accounting Procedures Manual for the Public Schools in the
State of West Virginia

Adopted: 02/09/09

Legal Reference: School Laws of WV 18-9B-12; 18-9B-10
WV State Code §6-9-2a; §6-9-2c