

**Washington South Supervisory Union
Northfield and Roxbury School Districts**

CREDIT CARD PROCEDURES

Effective: December 12, 2012

PURPOSE. Credit cards provide a convenient method of obtaining goods and services for the Washington South Supervisory Union, Northfield Town School District, and Roxbury School District. However, by their nature, credit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of these written procedures is to establish criteria for the proper use of credit cards when conducting business.

CARD HOLDERS AND LIMITS. The Superintendent will determine which employees will be authorized to use a credit card and will establish appropriate limits for each purchase and the total credit limit for each card. Cards will be issued in the names of authorized employees.

CREDIT CARD USE. Credit cards issued may only be used by the named cardholder to make appropriate purchases. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the cardholder's authorized purchase limit. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Employees may be subject to disciplinary action for misuse of a credit card, up to and including termination.

SECURITY. Authorized credit card users are responsible for the card's protection and custody and shall immediately notify the Superintendent and/or Business Manager and the credit card company or bank if the credit card is lost or stolen.

DOCUMENTATION. Each month, with submission of the credit card bill to the business office, authorized credit card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which it was purchased. For over-the-counter purchases, documentation will include the invoice and customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and order confirmation page. For telephone purchases, documentation will include a faxed copy of the receipt from the vendor.

SEPARATION. Prior to separation from the Washington South Supervisory Union, Northfield School District or Roxbury School District, the cardholder will surrender the credit card to the Business Manager.

Segregation of Duties. As with so many other policies/procedures, adequate segregation of duties is important in the successful operation of a credit card program. No one individual should be able to authorize a transaction, record the transaction, maintain custody of the asset acquired under the transaction, and reconcile the transaction in the accounting records.