

Adopted: January 24, 2011

Revised: July 22, 2019

Revised: October 25, 2021

749 USE OF CREDIT AND PROCUREMENT CARDS

I. PURPOSE

Credit and procurement cards issued in the name of the School District will be made available for employees' use for official school business. These cards are intended to be used for the purchase of goods and services directly by employees in accordance with pre-approved budgetary guidelines and procedures established by the business office. This will eliminate some time consuming and costly purchasing procedures and also offers rebates.

II. GENERAL STATEMENT OF POLICY

It is the practice of Delano Public Schools #879 to allow a credit card to be checked out from the District Office or building/department office when it is deemed needed by an employee. The credit card will be the sole responsibility of the employee while checked out. The credit card may only be used for expenditures that are within school district policy and/or state statutes. Any use of the card that is deemed not within school district policy and/or state statutes will be the responsibility of the employee.

Each employee shall keep sales receipt and supporting documentation for each use of the card and remit to the appropriate office. Any transaction without supporting documentation will be the responsibility of the user. All paperwork must be submitted to the appropriate office immediately. If the paperwork is not submitted in a timely manner by the employee, the district may restrict the employee from future use of the card.

Under no circumstances should the card number be given to anyone other than the authorized user.

Employees issued cards are responsible for the security of the card and any transactions against the card. In the event of gross misuse or fraud involving district funds, disciplinary action will be taken which may include termination of employment and/or legal prosecution.

Legal References: Minn. Stat. § 123B.02, Subd. 23