

District Credit Card Guidelines

District credit cards are issued to employees to facilitate purchases of essential supplies, materials, services and equipment for school district use. The following are guidelines for the use of District One cards:

SPENDING LIMITS

- Purchases on the District card must follow District and State Purchasing policy
 - In accordance with District and State purchasing policy, any purchases under \$3,500 involving **any single item over \$1,000 must have appropriate bids before purchases.****
 - Splitting one purchase into multiple transactions to avoid set limit is a violation of State law and District policy. For example, purchasing five items today for \$3,000 and purchasing five more tomorrow for the same price would be considered splitting.
- Any purchases over \$3,500 should follow normal procurement procedures.
 - The Finance Director or designee may approve a credit card purchase over \$3,500 if it is determined this is the most suitable method for payment.
 - Student travel costs over \$3,500 are an allowable exception and may be charged on the District card after appropriate bidding has occurred.

PURCHASES

- District cards are for school district purchases only.
- Purchases must be shipped to a District location.
- Permitted use include, but are not limited to: School supplies and materials, food and snacks for essential District business, office supplies and materials, equipment, services, District approved travel expenses, technology accessories.
- District cards may not be used for gift card purchases for employees; cash advances; personal purchases; or purchasing alcohol, tobacco, firearms, jewelry, or any illegal items.

RECEIPTS

- Employees must obtain itemized receipts.
- Within 30 days of the transaction, the cardholder or designated location personnel shall scan and electronically attach these receipts, along with comments documenting the purpose of the purchase in the ENCORE system.
- If a receipt is lost, a lost receipt form should be filled out and signed by the school/department supervisor. This form is then attached electronically to the purchase in ENCORE.
- Card purchases will be reviewed at least monthly by the school/department supervisor.

SECURITY

- If the card is lost/stolen or has fraudulent activity, employees shall immediately call US Bank. Following notification to US Bank, employees shall notify their supervisor and the District Accounts Payable Department.
- Employees are not permitted to loan their District card to another person. Specified checkout cards are the exception to this policy.

CHECKOUT CARDS

To minimize the number of cards being issued, a school/department may utilize a checkout card. A specific District card should be identified as a checkout card by the school/department supervisor. Checkout cards are for District employee use only. The following guidelines must be observed with the use of a checkout card:

- Any employee using a checkout card must read and agree to these guidelines and policies pertaining to the use of District cards.
- A signed copy of these guidelines must be maintained for all employees who check out a card.
- District personnel who control the check-out cards shall maintain a log documenting:
 - The employee checking out the card
 - The date the card was checked out
 - The date the card was returned
 - The vendor's name
 - The amount of the purchase
- Itemized purchase receipts must be given to the school/department secretary upon returning the card
- All purchases on a check-out card shall be reviewed by the school/department supervisor

ONE CARD INFORMATION

US Bank requires the following information to activate or report/lost stolen credit cards, this information also applies to transactions made verbally over the phone or via the internet whenever the BILLING address is required:

Billing address for all cards

45 East State Street, PO Box 588

Farmington, UT 84025-0588

801-402-5613

kklarsen@dsdmail.net

Remember to use the last four digits of your employee ID number instead of the last four digits of your SSN.

DO NOT create a pin when activating a card.

US BANK CONTACT NUMBERS

Customer Service: 800-344-5696

Fraud Department: 800-523-9078

Please feel free to contact Karen Larsen at x25613 or Nathan Lee at x25349 for any questions or concerns.

****Bid Limits**

Do not need bids if total cost is less than \$3,500 and no one item is over \$1,000

\$1,000 - \$3,500 two verbal bids (documentation attached to credit card receipt)

\$3,500 - \$25,000 two written bids (documentation attached to credit card receipt)

Over \$25,000 Purchasing bids