

CREDIT CARD POLICY

The Board of Education recognizes the efficiency and convenience afforded the day-to-day operation of the District by establishing a credit card account. A “credit card account” is any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository-issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or to transact with the account, and any debit or gift card account related to the receipt of moneys. A “credit card account” does not include a procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the card account.

A credit card account will be established and will be used for incidental purchases authorized by the Treasurer. All presentation instruments related to the credit card account shall bear the District’s name, including cards and checks. Credit cards shall not be used to circumvent the general purchasing procedures required by law and the policies of the Board. Purchases using the credit card shall be supported by documentation as required by the Treasurer. The Treasurer shall retain general possession and control of the credit card account. The following employees shall retain general possession and control of credit cards related to the account: Superintendent, Treasurer, Director of Operation, Director of Teaching and Learning, Communications and Marketing Coordinator, Coordinator of Special Education, Director of Early Learning and Testing, Gillis-Sweet Principal, Middle School Association Principal, High School Principal, High School Associate Principal. The credit cards must be secured at all times in such employees’ offices, with request being made for use to the Treasurer.

Officers or Positions Authorized to Use Credit Card

Only officers/employees of the Board who have received authorization from the Treasurer may authorize and approve credit card transactions. The Treasurer shall document the name and position title of any District officer/employee authorized to use the credit card.

Acquisition, Use and Management of Credit Card

Before an officer/employee may obtain and use the credit card account, credit card, or any checks associated with such account, he/she must sign an acknowledgment that he/she has read and understands this Board policy.

Expenses for which the Credit Card Account May be Used

The credit card may be used only for official business and for the benefit of the District. Credit card expenditures for the following are strictly prohibited: entertainment, alcoholic beverages, personal services, and cash advances. A District officer/employee who utilizes the credit card in violation of Board policy may be subject to disciplinary action, including termination.

Cash Withdrawals and Maximum Credit Limit

Cash withdrawals may not be made with the credit card.

No authorized user of the credit card may incur more than Ten Thousand Dollars (\$10,000.00) in debt through use of the credit card for any individual transaction, with the exception of the Treasurer, who may incur up to a maximum of One Hundred Thousand Dollars (\$100,000.00).

Submission of Itemized Receipts

Receipts for any transaction involving the credit card must be obtained by the officer/employee using the card to incur the expense and submitted to the Treasurer at the time that the credit card is returned. If an officer/employee fails to submit a receipt to the Treasurer to document a transaction involving the credit card, the officer/employee shall be liable for the expense.

Credit Card Issuance, Reissuance, Cancellation, and Reporting Lost or Stolen Credit Cards

Only the District Treasurer is authorized to request the issuance, reissuance, or cancellation of a District credit card. If a credit card is lost or stolen, the officer/employee responsible for the credit card's use and possession shall immediately report that fact to the Treasurer. The Treasurer shall immediately report that the credit card has been lost or stolen to the company that issued the District the credit card, and shall take all action necessary to cancel that credit card so as to ensure that unauthorized purchases are not made with the card.

Misuse of the Credit Card

The following actions/omissions by an officer/employee qualify as misuse of the credit card and may subject the individual to disciplinary action, including termination or other sanctions:

- Use of the credit card for personal expenses
- Use of the credit card for expenses beyond those authorized by the Treasurer
- Permitting any other person to use or possess the credit card
- Using the credit card in any way which violates state or federal law or Board policy.

Knowing misuse of the District's credit card is a criminal offense under O.R.C. §2913.21.

Report of Credit Card Rewards

The Treasurer shall annually file a report with the Board detailing all rewards received based on the use of the credit card account.

Compliance Officer

The Assistant Treasurer is designated as the Credit Card Account Compliance Officer (“Compliance Officer”). The Compliance Officer may not use the credit card account, and may not authorize an officer or employee to use a credit card account. The Compliance Officer, at least once every six months, shall review the number of cards and accounts issued, the number of active cards and accounts issued, the cards' and accounts' expiration dates, and the cards' and accounts' credit limits.

LEGAL REF: O.R.C. §3313.311
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