

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 in the name of the District 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 and presentation instruments related to the account, including credit cards and checks. The credit card must be secured at all times in the Treasurer’s office, 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 use the credit card account, credit card, or any checks associated with the 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 Five-Thousand Dollars (\$5,000) in debt through use of the credit card for any individual transaction.

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.

LEGAL REF: O.R.C. §3313.311
Ohio Auditor of State Bulletin 2016-004

Adopted: April 17, 2019

CREDIT CARD USE INSTRUCTIONS

The following instructions shall apply to authorized employees when using Cuyahoga Falls City School District credit cards for authorized purchases. Your signature below indicates that you have read Board Policy 8.17 and agree to abide by all requirements.

You are responsible for signing the credit card out when you need it and returning it to the Treasurer within two (2) business days upon completion of approved use. If the card is lost or stolen while in your possession, you must notify the Treasurer immediately. Failure to notify the Treasurer immediately may result in your being responsible for any unauthorized charges or fees.

The following restrictions shall apply to items that may be charged on the Cuyahoga Falls City School District credit card:

- 1.No personal expenses of any kind
- 2.No entertainment expenses or alcoholic beverages
- 3.No Gift Card Purchases without providing sign-off from individual receiving card
- 4.No Authorized user may incur more than \$5,000.00 in debt for any individual transaction
- 5.No cash withdrawals

All credit card purchases require an approved purchase order, unless there has been a prior approval from the Treasurer. When the purchase is complete, all receipts and the approved purchase order must be turned into the Treasurer's Office.

Receipts, appropriate forms, and credit card must be turned in to the Treasurer within two (2) business days upon completion of approved use. Failure to turn in receipts, appropriate forms, and credit card within two (2) business days may result in the charges deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases and agrees to allow the district to deduct these through a payroll deduction.

If a user fails to return all appropriate receipts and forms and the credit card company assesses late fees and/or finance charges, the user will be responsible for the payment of said fees/charges.

I have read these instructions and I shall apply them when using the Cuyahoga Falls City School District credit card. Use of this card is a privilege that may be revoked if instructions are not followed or if the credit card is misused. Additional misuse of the credit card could result in appropriate legal actions.

Signature of Employee

Date Credit Card Received

Employee's Position Title

Date Returned to Treasurer's Office