

USE OF DISTRICT CREDIT CARDS

This policy is intended to implement the controls over credit card usage directed by new section 1 of 2001 Senate Bill 161 (Chapter 158 of the 2001 Session Laws of Kansas), which took effect on May 17, 2001.

1. With the enactment of this policy and at the first Board of Education meeting each and every July thereafter, the Board of Education shall appoint a District Credit Card Control Officer. This position shall have control over and shall be responsible for the issuance, revocation, monitoring and all credit cards held by or on behalf of this District.
2. The duly appointed Credit Card Control Officer may issue or cause to be issued credit cards to any Board Member, school, or any employee of Unified School District No. 501, Shawnee County, State of Kansas that is currently employed in such a capacity as to be considered eligible for Board provided benefits. Any person to whom a district-owned credit card is issued shall sign a statement acknowledging receipt thereof and a copy of this policy.
3. District-owned credit cards may be in the form of: bank credit cards; gas company credit cards; store credit cards; turnpike credit cards and/or automatic electronic charging devices; rental car company credit cards; telephone credit cards; and merchandising company membership/credit cards. The Board of Education hereby directs the following monetary limitations on any cards authorized for use pursuant to this policy. The actual limitation on each card will be determined in the Credit Card Control Officer's discretion to best meet the needs of the person receiving the credit card, while providing maximum safeguards for the district and may include limitations as to types of expenditures allowed.

Board Members.....	\$ 5,000
Superintendent.....	10,000
Associate Superintendents.....	5,000
General Director of Fiscal Services.....	40,000
Director of Purchasing.....	20,000
Buyers.....	20,000
Student Group Sponsors.....	30,000
Bus Drivers.....	3,000
Coaches.....	6,000
Food Service Staff.....	7,000
All other eligible staff members.....	4,000

4. Credit card usage is not intended to replace or circumvent the District's established purchasing procedures, which require purchasing all items through the purchase order process. Every effort should first be made to purchase items or pay for services using purchase orders. Credit cards should be used to handle emergencies or to overcome impediments to implementing the District's purpose of providing a quality education to its students. Any person given possession of a district-owned credit card shall use the card only for official school district purposes. No personal purchases may ever be made by utilizing a District issued card. All purchases made in conflict with the District's

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current purchasing policies and regulations are void, will not be paid by the District and are the responsibility of the credit card holder. Misuse of a district-owned credit card by an employee may result in discipline up to and including termination. No school or person shall obtain a credit card for official school district use without involving the Credit Card Control Officer to do so. Any credit cards obtained by schools or employees prior to the effective date of this policy will be void unless registered with and approved by the credit card control officer by no later than September 30, 2001.

5. No credit card issued to any Board of Education member, school or any employee shall be used to purchase items that could be acquired from the Kansas Industries for the Blind Division and Rehabilitation Services, as directed in K.S.A. 75-3317 through 75-3322. If the Credit Card Control Officer becomes aware of such a purchase being made, the Officer shall immediately conduct a thorough investigation into the matter to determine if the intent or the spirit of the law (K.S.A. 75-3317 through 75-3322) was violated. If a violation did occur, the card could be destroyed. Any person who, in the opinion of the credit card control officer, misuses a district-owned credit card may lose the right to use any USD 501 credit card.
6. The Credit Card Control Officer shall maintain records of all expenditures for payment of charges incurred by the district through use of credit cards. Such records shall be open public records pursuant to the Kansas Open Records Act and Board Policy 2485. The school district's annual external audit shall include an examination and report on the credit card expenditures of the Board of Education and the superintendent. The president of the Board of Education may review the credit card expenditure records of the superintendent at any time and shall do so periodically.