

Credit Card Policy

This Policy and Procedures Guide provides the general guidelines for using a Board of Education credit card for purchases. Please read it carefully. The signature on the Cardholder Agreement indicates that the cardholder understands the intent of the Program and agrees to follow the established guidelines.

PURPOSE

1. The purpose of utilizing a credit card is to establish a more efficient, cost-effective method of purchasing and paying for small transactions (generally less than \$200), such as copying, printing, subscriptions, travel and seminars.
2. A credit card is for authorized school district business use only.
3. Cards are issued in the cardholder's name. All purchases made on the credit card must be school district business related and be made by the cardholder.
4. All credit card charges are billed to Stratford Public Schools and paid by the Board's Accounts Payable Department.
5. The cardholder is committing Stratford Public School funds each time the credit card is used. Cardholders must not take this responsibility lightly.
6. The cardholder is responsible for the security of the credit card and the transactions made with it. If cardholder does not follow the guidelines when using the credit card, the card will be revoked and **the cardholder could receive disciplinary action, up to and including termination of employment.**

CARDHOLDER RESPONSIBILITIES

1. Read the User Guide.
2. Read and sign the Cardholder User Agreement.
3. Keep the card in a secure location and keep the account number confidential.
4. Never loan the card to anyone.
5. Always obtain and keep a receipt for each card purchase.
6. Resolve all incorrect charges and product returns as quickly as possible.
7. Always try to obtain the best possible value for the Stratford Public Schools with card purchases.
8. Cardholder must return the card to the Accounting Manager upon any position transfer or termination of employment.

MANAGEMENT RESPONSIBILITIES

Although primary responsibility for adhering to policies and procedures rests with the cardholder, Management must ensure the card is issued and used within the Stratford Public Schools policies and the credit card program guidelines.

Management responsibilities include, but are not limited to, the following:

1. Identify the individuals within their organization who should be issued the credit card.
2. Review and approve card transactions.
3. Handle misuse or negligent use of the card.

SAMPLE AUTHORIZED PURCHASES

- Conference Registration, Travel, and Meals (travel policy)
- Emergency Classroom Supplies
- Online Purchases
- Advertising
- Tolls and Parking Fees
- Janitorial Supplies
- Emergency Maintenance/Repair
- Printing, Copying
- Seminars/Classes
- Subscriptions

UNAUTHORIZED PURCHASES

- Personal Use
- Cash Advances
- Alcoholic Beverages
- Cash Refunds for Returned Card Purchases
- Chemicals or Other Hazardous Substances
- Technology Equipment, Furniture or Other Fixed Assets
- Health Care (Doctors, Nurses, Prescriptions)
- Social or Travel Club Dues
- Parking tickets

LOST OR STOLEN CARDS

Immediately call the Finance Department at 203-385-4204.

AUDITS

Adherence to the Purchasing Cardholder Policies and Procedures is a standard item for Audit Department review in all departmental audits.

RECEIPTS

If you did not receive a receipt from the supplier and/or have lost a receipt, call the supplier and request a replacement.

COMPLIANCE WITH POLICIES AND PROCEDURES

Violating policies and procedures will result in consequences ranging from suspension of your card privileges to termination of employment

CREDIT CARD PROCEDURES

MAKING AN IN-PERSON OR TELEPHONE PURCHASE

1. If the Cardholder is making a purchase in person, the card should be handed to the supplier.
2. For telephone purchases, give the card account number and expiration date to the supplier.

3. Always ask for a receipt from the supplier. If the Cardholder is paying for a conference or seminar, keep a copy of the registration form. For subscriptions, keep a copy of the renewal notice or initial subscription request.
4. If the cardholder is placing the order by phone, instruct the supplier to:
 - Prepare a shipping label that includes:
 - i. The person's name
 - ii. Stratford Public Schools
 - iii. Address including Mail Code
5. Include a receipt (charge slip, invoice, or cash register receipt) with the package.
6. Except in extreme emergencies, avoid overnight shipments.

MAKING AN ONLINE PURCHASE

1. Online purchases fall under the same spending controls and policies as do other types of credit card purchases.
2. Select the item for purchase.
3. Complete the ship-to information, using the Stratford Public Schools business address.

The bill-to address is the Stratford Public Schools
Accounts Payable Department
1000 East Broadway
Stratford, Connecticut 06615

4. Input the card account number and expiration date.
5. Print out the confirmation form that appears online once the order has been processed. This serves as your receipt.

INCORRECT OR UNAUTHORIZED CHARGES

There are two types of discrepancies that may appear on a cardholder's transaction records: incorrect charges and unauthorized charges.

Incorrect charges

An incorrect charge is an item purchased by the cardholder but:

- The amount charged is different from the amount on the cardholder's receipt.
- It is a duplicate charge of a purchase that has appeared on a prior statement.
- A credit has not been issued in a timely manner when the item has been returned to the supplier.

The cardholder should contact the supplier directly to have the error corrected.

Unauthorized charges

An unauthorized charge is a charge that the cardholder did not make but that appears on the monthly statement.

- The cardholder should immediately notify the Finance Department at 203-385-4204 of the unauthorized charge.

RETURNING AN ITEM PURCHASED WITH A CARD

For an in-person purchase, return the item directly to the supplier and obtain a credit receipt.

If the cardholder made the purchase by telephone or on the Internet:

1. Contact the supplier for return instructions.
2. Get a return reference number from the supplier, e.g., Returned Material Authorization (RMA) or credit number.
3. Follow Stratford Public Schools standard shipping procedures to return the item.
4. On the statement where the original charge appears, note the date of the return.
5. Be sure to check subsequent statements to verify the credit received for the returned item.



STRATFORD BOARD OF EDUCATION

Stratford Public Schools CREDIT CARD USER AGREEMENT

The cardholder is being entrusted with a Stratford Public Schools credit card. The card is provided based on the need to purchase materials for Stratford Public Schools. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without permission. Your signature below indicates that you have read and will comply with the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of Stratford Public Schools and will strive to obtain the best value for Stratford Public Schools.
2. The credit card may be used for authorized business purchases only, as defined in the Policies and Procedures Guide.
3. I have read and will follow the credit card Policies and Procedures. Failure to do so could be considered as misappropriation of Stratford Public Schools funds. Failure to comply with this Agreement may result in either revocation of my use privileges or other corrective or disciplinary action.
4. I understand that under no circumstances will I use the credit card to make personal purchases, either for myself or for others. Using the card for personal charges will be considered misappropriation of Stratford Public Schools funds and will result in corrective action up to and including termination of employment.
5. I agree that should I violate the terms of this Agreement and use the credit card for personal use or gain that I will reimburse Stratford Public Schools for all incurred charges and any fees related to the collection of those charges.
6. The credit card is issued in my name. I will not allow any other person to use the card or account number. I am considered responsible for any and all charges against the card.
7. The credit card is Town property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect Stratford Public Schools assets. This may include being asked to produce the card to validate its existence and account number.
8. If the card is lost or stolen, I will immediately notify the Finance Department at 203-385-4204.
9. I will immediately report any unauthorized purchases on my account to the Finance Department at 203-385-4204
10. I agree to surrender the credit card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.

Employee Name

Purchasing Card Account Number

Employee Signature

Manager Name (Print)

Date _____

Manager Signature