



Policy & Guidelines for Credit Card Use

1. Credit card(s) will be issued only to district personnel.
2. District cardholders must have a signed "User Agreement" filed with the district office.
3. Cardholders are responsible for the safekeeping and use of their assigned cards and may only allow school personnel use of the card.
4. Credit card use will only be for purchases outlined in the User Agreement.
5. Receipts for use of each credit card must be given to the clerk immediately upon use and returned to the school.
6. Copies of bills will be retained by the clerk.
7. Credit card limits and usage will be monitored monthly.
8. Sales tax exemption forms will be presented to merchants when using credit cards when applicable.
9. Cash will not be accepted for credit card returns. Merchants will be asked to credit the card account instead of returning cash.
10. Caution and/or discretion will be used when using the credit card for purchasing on the web.

MEAL GUIDELINE	MOTEL GUIDELINE
STUDENT MEALS \$10 limit / 2 meals per day ADULT MEALS Breakfast Lunch Dinner \$11 \$12 \$23	\$79-\$120 per Night
REMINDERS: Use tax exempt status when possible. A District Credit Card Agreement must be on file with the district office. Out-of-State meal costs shall be discussed with administration prior to travel.	



CANEY VALLEY USD #436

User Agreement for District-Issued Credit Card

THE FOLLOWING USER AGREEMENT MUST BE SIGNED BY ALL AUTHORIZED EMPLOYEES OF CANEY VALLEY UNIFIED SCHOOL DISTRICT NO 436, MONTGOMERY COUNTY, KANSAS WITH ACCESS TO A CREDIT CARD.

I understand that Caney Valley Unified School District No. 436 has authorized my use of a district credit card for authorized business expenditures on its behalf. In accepting and/or using the credit card, I agree to be bound by the terms and conditions that follow:

- I will use the card issued to me only for the payment of authorized expenses consistent with my organizational responsibilities and to satisfy my building/department needs.
- I will not use the card to obtain cash advances.
- I will not use the card for personal use or for any other non-district purposes.
- I understand the card shall be used for only the types of merchants approved by the school district.
- I understand that all purchases shall be made in accordance with applicable purchasing and credit card procedures adopted by the board of education.
- I understand that I will be responsible for the appropriate documentation and timely reconciliation of all credit card transactions I have charged.
- I will surrender the card to the district office in the event of my transfer within or separation from the school district. (Card holders with cards issued in their name.)
- I understand that any charges against the credit card that are not properly identified or not allowed by the district shall be paid by me by check, United States currency, or salary deduction. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the administrator/business department or designee.
- I will immediately report any stolen or lost credit card to the district office.

I understand that any variance and/or violation of the above conditions will result in cancellation of my credit card. Misuse of the credit card could result in disciplinary action and/or personal liability for unapproved charges. Deliberate misuse of District Credit Card is grounds for termination and reporting of criminal activity.

All district credit cards are subject to examination by external auditors.

The district shall have unlimited authority to revoke use of any credit card issued and upon such revocation shall not be liable for any cost subsequently charged to the credit card.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS.

Name

Building/Department

Signature

Date