



THE SCHOOL DISTRICT OF CHESTER COUNTY
109 HINTON STREET
CHESTER, SOUTH CAROLINA 29706

Credit Card Guidelines and Rules

Introduction

Chester County School District has entered into an agreement with First Citizens Bank which provides qualified employees with a credit card to purchase selected goods and services and for the payment of approved travel for the district.

Qualified Employees

Members of senior staff qualify for a credit card with a \$5,000 credit limit. All principals, department directors and program directors qualify for a credit card with a \$3,000 credit limit. The administrative assistant for the superintendent/board of trustees qualifies for a credit card with a \$3,000 credit limit. Cards will not have a cash advance limit.

Purpose

The District has chosen to provide credit cards to qualified employees so they will have the ability to purchase goods and services according to District procurement guidelines with vendors who do not accept payment through check or purchase orders, small/incidental and emergency items and to pay for travel expenses incurred on behalf of the District.

Guidelines

Before a credit card is issued to a District employee, a properly completed Credit Card Acceptance Agreement Statement must be completed, authorized by the Superintendent and submitted to the Director of Finance. Upon receipt of the authorized statement, the Director of Finance will notify the bank to issue a district credit card to the employee.

Use of the card must comply with the District's purchasing and travel policies. These policies may include a requirement to use preferred suppliers or obtain a number of quotes for transactions.

The cardholder is responsible for the card's safekeeping. It may not be transferred to, assigned to, or used by anyone other than the designated cardholder. From time to time, however, the cardholder may authorize or designate an employee to use the card when booking travel arrangements or placing orders for online, incidental or emergency items.

First Citizens or the Chester County School District may, at any time, suspend the cardholder privileges for any reason, and the cardholder will surrender the card to his/her supervisor upon request. Use of the card or account after being notified of cancellation by the assigned individual may be considered fraudulent and may be subject to disciplinary action.

Responsibility

It is the Superintendent, Director of Finance or their designee's responsibility to identify and approve cardholders, monitor the use of the card, and assign an individual to generate and retain accurate credit card records. The Director of Finance has the obligation and authority to question the business nature of charges incurred by the cardholder and has the responsibility to notify the Superintendent, as appropriate, to investigate potential improprieties.

It is the cardholder's responsibility to protect the card from misuse by unauthorized individuals. When the current card expires or when a new card is issued to the cardholder, it is his/her responsibility to destroy the invalid card (cut the old card in pieces and discard).

If the cardholder's employment is terminated for any reason, the individual will give the card to his/her supervisor who will promptly notify and make arrangements to forward the card to the Director of Finance. It is the responsibility of the Director of Finance to contact the bank and cancel the card.

It is the cardholder's responsibility to insure a purchase requisition is entered and approved. After the purchase requisition is approved, a purchase order number will be assigned, and the purchase order will then be printed by the Finance Department. **IMPORTANT!** *When entering a requisition for a credit card purchase, the vendor will ALWAYS BE FIRST CITIZENS BANK. This is necessary because our liability and payment obligation is to the bank once the credit card transaction is processed and approved by First Citizens Bank.*

It is the cardholder's or their designee's responsibility to obtain original transaction receipts (including computer generated receipts) and to forward them to the Accounts Payable Clerk within 5 business days after placing a charge against the card.

It is the Accounts Payable Clerk's responsibility to match and to verify credit card transaction receipts against the monthly statement. It is further the Accounts Payable Clerk's responsibility to notify the Director of Finance of any charges which are deemed questionable or do not follow District procurement guidelines.

It is the cardholder's responsibility to understand and adhere to District and School Board Policies related to purchasing, travel, payment procedures, and expense authorization and reimbursement.

It is the cardholder's responsibility to report a lost or stolen card immediately by contacting First Citizens Bank at 1-800-556-5678 and then to notify the Director of Finance.

Card Use

Failure to use the card in accordance with these guidelines may result in revocation of the card and may involve appropriate disciplinary action up to and including termination and prosecution.

Rules

- Under no circumstances should the card be used for personal purchases.
- The card must not be used to purchase gasoline for a personal vehicle while traveling for the District. The card may be used, however, to purchase gasoline for rental vehicles used in connection with District travel, provided the rental has been approved in advance by the Superintendent. Reimbursements for gas when using a personal vehicle must be claimed using the District Mileage Reimbursement Voucher or the Travel Support Document.
- The cardholder must return the card to his/her supervisor when reassigned, terminated, or upon request.
- Proper transaction receipt documentation (originals) must be submitted to the Accounts Payable Clerk within 5 business days after purchase or after returning from a business trip. If in connection with a business trip, all credit card charges should be claimed and expensed on the District's Travel Support Document then subtracted from total expenses as items paid for with a purchase order or credit card.
- Failure to report a lost or stolen card to the appropriate person promptly after discovered may result in the loss of card holder privileges.
- Transferring the assignment of or use of the card to another individual is prohibited unless approved in advance by the Superintendent.
- The card should not be used for individual meals while traveling on official business for the District. Reimbursements for individual meals should be claimed using the District's Travel Support document. The card may be used, however, for payment of a group meal.
- The card should not be used to circumvent the District's normal accounts payable and purchasing procedures.

**Chester County School District
Credit Card Guidelines/Rules Acceptance Statement**

I have read the District's credit card guidelines and rules. I agree that my use of the card will be for District business only and that I will be the sole user of the card. I further agree to comply with the terms stated therein and will return the card to my supervisor upon my reassignment, termination, or upon request.

NAME: _____ (type or print)

SIGNATURE: _____

DATE: _____

TELEPHONE #: _____

As Superintendent, I authorize the above named individual to receive a Chester County School District First Citizens Visa credit card.

NAME: _____ (type or print)

TITLE: _____ (type or print)

SIGNATURE: _____

DATE: _____

**Chester County School District
Credit Card Application**

NAME: _____

HOME ADDRESS: _____

HOME PHONE #: _____

SOCIAL SECURITY #: _____

DATE OF BIRTH: _____

DRIVERS LICENSE #: _____

DATE ISSUED: _____

EXPIRATION DATE: _____

MOTHERS MAIDEN NAME: _____