

Financial Management**Credit Card Use**

The District may use credit cards to support District operations when use is properly authorized, documented, and independently reviewed. Credit cards are a method of payment and do not replace District purchasing, approval, and documentation requirements.

Authorization and Issuance

Credit cards may be issued to District employees when required by job duties. The Superintendent or designee will maintain a current list of cardholders, card limits, and authorized uses. Cards will be issued to an individual employee unless the Superintendent or designee approves a documented checkout process for shared use.

Credit Limits

Each credit card will have a monthly credit limit established by the District. Current limits include the following:

- District Credit Card: \$40,000 per month
- HyVee Credit Card-KV: \$500 per month
- HyVee Credit Card—UN: \$1000 per month
- Home Depot Credit Card: \$5,000 per month

Changes to a card limit must be authorized in writing by the Superintendent or designee and reported to the Board.

Appropriate Use

Credit cards will be used only for legitimate District business and only for purchases that are otherwise permitted under District policies and procedures. When a purchase will be charged to a federal award, the cost must be allowable and adequately documented consistent with Policy and Regulation 3166, *Federal Awards—Allowable Costs*, and applicable award requirements.

Prohibited Use

Credit cards will not be used for personal purchases. Credit cards will not be used for cash advances or cash equivalents, including gift cards, except when specifically authorized in writing by the Superintendent or designee for a defined District purpose and funding source. Credit cards will not be used to split transactions to avoid approval thresholds or card limits.

Statement Reconciliation and Independent Review

Each employee who uses the credit card will submit receipts to the business office no later than 10 business days after statement close.

Each monthly statement packet will be reviewed by at least one additional District employee who did not make the purchases being reviewed. The independent statement reviewer will be Accounts Payable. The reviewer will document the review by signing and dating the statement packet or by completing Form 3141.2. The reviewer will require correction of any errors, omissions, or unsupported charges.

Disputes, Misuse, and Corrective Action

Disputed charges will be reported promptly to the card issuer and to the Superintendent or designee. Misuse of a District credit card may result in discipline up to and including termination and may require repayment. Suspected criminal activity may be referred to law enforcement.

Records Retention

Credit card statements, receipts, approvals, and related documentation are District records and will be retained and destroyed in accordance with Policy and Regulation 6531 Records Retention/Destruction, the Missouri Local Records Retention Schedule for Public School Districts, and any applicable award-specific retention requirements.

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