

# Sunrise School Division

Divisional Procedure

Procedure Number - 4010

Procedure Title	Procedure – Credit Card Purchases		
Date of Issue	June 17, 2004	Related Procedure	
Revision Dates		Related Forms	
Review Date		Originator	Board of Trustees

## Procedure

- 1.0 All purchases shall continue to be purchased following the normal purchasing policies. The only time credit cards are to be used are in the following conditions;
  - a) The vendor selling the product requires payment by cash, money order and/or a credit card prior to the shipment of the product.
  - b) Companies who have a minimum charge billing policy.
- 2.0 The Superintendent is assigned a credit card for the purposes of reasonable school business expenses as well as clause (1).
- 3.0 There are to be no personal purchases made using the company credit card.
- 4.0 A credit card will be issued to the Purchasing Agent, Secretary Treasurer and Superintendent.
- 5.0 The Secretary Treasurer can only use the credit card when clause (1) of the policy is met and the Purchasing Agent is not available.
- 6.0 The Purchasing Agent and Superintendent can only use the credit card when clause (1) is applicable.
- 7.0 The Secretary Treasurer/Board of Trustees has the right to revoke credit cards from individuals as deemed necessary.

## PRACTICES TO BE FOLLOWED:

- 1.0 The Superintendent, Purchasing Agent and Secretary Treasurer shall be able to purchase products based on the above criteria.
- 2.0 When a Credit Card Statement is received, they will be forwarded to each individual.
- 3.0 Copies of all invoices/receipts/purchase orders must be forwarded to the Secretary Treasurer with the Credit Transaction Sheet and the Credit Card Statement.
- 4.0 Any purchases that do not have proper backup will become the responsibility of the user to pay for the applicable transaction and payment will be deducted from the individual's next pay or cash will be required immediately.
- 5.0 Each statement must be returned to Accounts Payable for processing prior to the statement due date, with enough time to ensure that the bill is paid without incurring interest charges.

In the situation where no documentation has been provided, I authorize payment for the transaction to be withdrawn from my next pay.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_