

# WALLINGFORD SWARTHMORE SCHOOL DISTRICT

200 SOUTH PROVIDENCE ROAD, WALLINGFORD, PENNSYLVANIA 19086-6334

## Credit Card Administrative Procedures

Title: Use of District Credit Card

Purpose: Establish guidelines that allow efficient use of credit for specific and emergent district expenditures while maintaining sound fiscal and audit practices.

### Date Guidelines

Approved/Amended: April 14, 2020 / February 9, 2021

Credit cards are not meant to supplant the district's purchasing procedures. If possible, the item MUST be acquired through said method. Credit card purchases are meant for conference travel, online registration and acquisition where purchase orders cannot be provided, and emergency purchases.

### Procedures

1. All purchase requests must be completed on the purchase request form
2. If the purchase is for a professional development event, said professional development must be pre-approved by the Superintendent. Written approval is required as part of the purchase request.
3. The purchase request must be pre-approved by the Supervisor and the Business Administrator.
4. This pre-approval must include a "not to exceed" amount.
5. All purchases must be for the specific purposes approved by the Supervisor and the Business Administrator.
6. The district credit card may only be used by the person who signed it out. The card cannot be distributed to anyone
7. The credit card user must sign out the credit card with the date that the card is being released.  
The credit card must be returned **immediately** upon completion of the purchase/event.  
Upon return, the district credit card must be signed back in with the date of return.
8. The district tax-exempt number is on the credit card. **It is the responsibility for the credit card user to make the vendor aware of this, and to have the store "waive" the sales tax.** If needed, tax exemption forms can be obtained from the Business Office.
9. The card user must populate the purchase information section indicating the final expenditure approval and account code(s) that are to be charged for the purchase.
10. The completed form and original itemized receipt(s) must be signed by the credit card user and supervisor and turned into the Business Office for proper processing for payment **within 3 business days of the purchase/event.**

**Note:** Please be advised, failure to follow the district credit card guidelines will result in ANY charges, accrued while the card is signed out of the business office, becoming the responsibility of the card user.

**Credit Card Purchase Request Form**

**SECTION 1:**

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

Vendor (Store): \_\_\_\_\_

Reason for purchase: \_\_\_\_\_

**Not to Exceed: \$** \_\_\_\_\_

Amount \$ \_\_\_\_\_

Budget Code/Account code: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Amount \$ \_\_\_\_\_

Budget Code/Account code: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Supervisor Pre-Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business Admin Pre-Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**SECTION 2:**

**PURCHASE INFORMATION**

Receipt Totals: \$ \_\_\_\_\_

- Requisition completed: # \_\_\_\_\_
- Original Receipts Attached
- Receipts Signed by Card User
- Receipts Signed by Supervisor

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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**Business Office Use Only**

Journal Entry completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor # \_\_\_\_\_ Period \_\_\_\_\_ Year \_\_\_\_\_ Transaction Date \_\_\_\_\_

Check Number: \_\_\_\_\_ Check Date: \_\_\_\_\_