

SUMMERS COUNTY BOARD OF EDUCATION POLICY

Adopted: 4/26/06 **Code:** VIII-N-1
Revised: 7/30/08
Reference: State of WV Purchasing Policies and Procedures Manual **Page:** 1 of 1

VENDOR ISSUED CREDIT CARDS

Vendor issued credit cards, not to be confused with bank issued cards, are generally used for purchases from a particular vendor. The following policy and procedures must be maintained:

All personnel are required to follow current purchasing policies of the Summers County Schools which includes prior issuance of a purchase order. Please refer to the Summers County Policy Manual. Also, refer to the "Purchasing Policies and Procedures Manual for LEA's in the State of West Virginia" available on the State Department's website.

To safeguard against use by unauthorized personnel and/or unauthorized expenditures a "Credit Card Log" shall be utilized. The "Credit Card Log" is available at the board office or the school office. Cards can be signed out only to "regular" employees and the cardholders are prohibited from delegating a purchase to another individual.

In order to reconcile charges on the card, an itemized receipt must be obtained for each transaction. Cardholders are responsible for obtaining and submitting the receipt. Lost receipts shall be the responsibility of the person who signed out the card (per card log). Lost receipts may also result in charges to that person for fees and/or merchandise.

All credit cards obtained by individual schools must have board of education approval prior to use.