

## **Credit Cards and Procurement Cards**

District issued credit cards and procurement cards are intended to facilitate the purchase and payment of materials and services required for Alief ISD business purposes. These cards cannot be used for personal purchases. Purchases made with credit cards or procurement cards are closely controlled and monitored to prevent fraud. Appropriate entries are made in the general ledger as with any other individual purchase.

Employees who receive and use District-issued credit cards and procurement cards must sign an acknowledgement statement that outlines the responsibilities a district employee has as a user of the District's card. The user acknowledges that he or she has read and understands these responsibilities and agrees to abide by the administrative regulations established by the District for use of these cards.

The cardholder must maintain the card with appropriate security whenever and wherever they may use the card. Unauthorized use of the procurement card may be considered misappropriation of District funds and could result in denial of use for future purchases, garnishment of wages to repay the District and disciplinary action, up to and including termination.

The purchaser must submit the original itemized receipt that identifies each item purchased (and not just the credit card receipt) for each item purchased. The charges should not include tax since the District is tax exempt. The itemized receipt constitutes the required original source documentation. It must be legible and must clearly identify the date of the transaction and each item that was purchased.

Any rebates generated from a district-issued credit cards/procurement cards or purchasing cooperatives will be credited to the original funding source(s) for which the card is used to make purchases. District may prorate based on a percentage of the total amount of funds used from each funding source.