

District Credit Card Procedures/Fast Facts

There have been several requests to streamline the process of the payments on the district credit cards. The solution to encumber the funds “sooner than later” is to start processing the credit card charges as purchase orders instead of remitting with the “district credit card transaction form”.

PROCEDURES

1. Prior to using the Visa card a purchase requisition needs to be issued for the estimated amount of the approved purchase. The exception is for Travel prior uses is approved on the completed Travel request form

Each credit card has a vendor number.

- Each credit card purchase request will be a line item on the purchase order.
 - In the description area, enter business/vendor and reason for purchase (for example – HEB – Snacks - Meeting 8-23-2016)
 - Credit card purchase must be from approved vendors on contract and follow purchasing policy.
 - **Check the receipt before leaving the vendor, there should not be a charge for state tax. Card Managers if the receipt has state tax please collect the funds from the individual or have them return to the store and receive a credit for the tax amount.**
 - If a credit card purchase receipt is to be split by two budget codes, please issue one purchase requisition for the purchase.
- Budget codes to match each line item
 - If a Student Activity Account (Fund 865_) please remember you must be careful when using because the funds are not encumbered until the bill is paid and you can easily go over budget if you do not track what request you have out
 - If a wrong budget code is used in the purchase order, mark out the wrong budget code and write in the correct budget code before returning the purchase order.
 - **Always check the fund balances for available funds when changing budget accounts.**
 - Route for approval(s)

2. The Finance Department will send the Credit Card Managers the purchase orders.

3. Match receipts to “Receiving Copy” of the purchase order and attach to purchase order.

4. Sign “Receiving Copy” and send to Purchasing /Mary Kay Miller weekly. Do not hold purchases until the end of the month.

CREDIT CARD TRAVEL EXPENDITURES

1. Meals are to be reimbursed to the individual not placed on the credit card.

2. A check request for the amount of a hotel stay is helping keep credit card balances at a minimum. The front desk will send a quote with all the taxes included except state tax.

3. A purchase order can be created before the travel with an estimated amount to encumber funds from budget accounts.