

**DIOCESE OF SIOUX CITY
SCHOOLS
CREDIT CARD GUIDELINES**

The school should establish guidelines for employees to follow when using the school credit card such as:

- Credit cards are issued to specific individuals and the card should only be used by the person identified on the card.
- The employee should note their credit card limit.
- Obtain a Purchase Order (PO) number and the necessary approvals before placing the order. (Refer to the Purchasing Procedures)
- Use primarily for travel or other expenses as approved by your supervisor/department head. Meals and fuel while traveling do not normally require purchase orders.
- Do not use your card for purchases from direct bill vendors.
- Ask the vendor if they can bill the school in lieu of putting the charge on your credit card.
- Use established charge accounts for office supply purchases rather than your credit card. Order supplies from the school employee designated to handle the orders.
- Do not use your corporate credit card for personal expenses. If this happens, write a check for the personal charges and submit it with your monthly charge card report.
- Do not use your credit card for subscriptions and membership dues, these cannot be tracked by vendor charges made on your credit card.
- Retain all detailed store and other receipts, purchase confirmations, packing slips, correspondence, etc. and attach as backup to the PO.
- Review the monthly credit card statement for accuracy.
- We recommend the employee complete a Monthly Charge Card Report. On the report:
 - For restaurant meals, note the names of the individuals served (or the name of the group) and the business purpose.
 - The employee and his/her supervisor must sign the report.
 - Submit the approved report to the business office manager/bookkeeper within a week of receiving the charge card statement to ensure payment is processed timely and late fees are avoided.
 - The business office manager/bookkeeper should review the report. If support is missing or there are questions regarding the purchase, inquire with the employee. Review with the supervisor, principal, and/or president/pastor if necessary.