

ADMINISTRATIVE PROCEDURE

11-2

CREDIT CARD USAGE

It is important that you read the following “general information” in order to properly understand your responsibilities and obligations in the use of any school issued credit card.

GENERAL INFORMATION

- Cards are not to be used for personal use
- Cards are issued in the name of Methuen Public Schools
- The provision of the credit card (e.g. Home Depot) is to help facilitate the purchase of goods used in school department student related activities, maintenance, repair, grounds, and carpentry work.
- The card is to remain in the Business Office when not in use
- The card is to be signed out, used, and returned promptly
- The Business Administrator and/or his designee is responsible for the security of the card, the transactions made with the card, and assuring their proper use
- Misuse or fraud by anyone using the card(s) or failure to comply with established procurement policies and guidelines may result in disciplinary action up to and including termination of employment

INSTRUCTIONS FOR USE

- Contact the appropriate Administrator and state the need for the card
- Contact the person who created the purchase order to assure there is adequate funding available and ask for the purchase order number
- Obtain the card from the Business Office
- When signing out the card, reference the purchase order number to be used
- Be sure to have the card and your id ready when using the card
- Obtain a receipt for every purchase to assure that our **tax exempt** status is honored
- After materials are purchased, return receipt and credit card promptly to the Business Office (cards are **NOT** to be retained in your possession)
- The Administrator that approved the use of the card then the Business Administrator and finally the Superintendent must sign the receipt before payment is made to the credit card company

By signing you attest that you have read the above guidelines, understand said guidelines, and agree to abide by the policy set forth herein.