

ELECTRONIC TRANSACTIONS GUIDELINES

INTRODUCTION

This document outlines the policy and procedures governing the use of electronic transactions utilizing the following:

- Store charge cards;
- Credit cards;
- Gas cards;
- Electronic funds transfers

The various store and gas credit cards as well as a district credit card are used to make travel arrangements and to assist with the purchase of goods and services on behalf of the Board.

RESPONSIBILITY

The Finance Officer is responsible for the operation and control of the system and has the authority to cancel immediately any card for being misused. The Finance Officer may also set and vary the credit limit of any card.

CHARGE AND FUEL CARDS:

A. RECEIVING A CARD

The Accounts Payable Supervisor may propose personnel to be cardholders by contacting the various vendors to secure the charge card for the school or department.

B. AUTHORIZED USE OF THE CARD

The charge and fuel cards are for official use only and shall be used in accordance with written purchase procedures and policies. The card is not to be used to purchase goods or fuel for personal use.

An employee who makes unauthorized purchases or carelessly uses a charge or fuel card may be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the vendor in connection with the misuse. The employee will also be subject to disciplinary action up to and including dismissal.

C. ISSUANCE AND PROCEDURES

At the Finance Officer's discretion, charge and fuel cards can be issued to Central Office personnel.

Charge cards at each school location should be kept on site in a secure location. The cards are issued to employees, at the Principal's discretion, on an as needed basis. The school should maintain a sign in/out sheet and the cards should be returned within 24 hours of checkout with the accompanying receipts.

Spending limits are established by the vendor issuing the card and reviewed by the Finance Officer prior to issuance. Any credit increases must be approved by the Finance Officer prior to requesting the increase from the vendor.

Before each transaction is made, the individual making the transaction:

1. ensures that there is an appropriate budget resolution or project/grant ordinance appropriation authorizing the obligation;
2. ensures that sufficient monies remain within the appropriation to cover the amount that is expected to be paid out

The store receipt should be submitted on a Voucher Request to Accounts Payable or the School Bookkeeper within 5 days of the transaction.

DISTRICT CREDIT CARD

The district has two credit cards that are maintained in the Finance Department.

Travel:

One credit card is used to secure travel arrangements for school and central office employees.

A. AUTHORIZED USE OF THE CARD

An employee within the Finance Department will use the credit card for the following travel arrangements (not all inclusive):

- Workshop/Conference Registration
- Airfare
- Hotels
- Prepaid ground transportation

An employee who makes unauthorized purchases at hotels that were reserved using the district credit card may be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the bank in connection with the misuse. The employee will also be subject to disciplinary action up to and including dismissal.

The credit limit is established by the issuing bank with the approval of the Finance Officer. Any credit increases must be approved by the Finance Officer prior to requesting the increase from the bank.

B. PROCEDURES

Before any travel arrangements are secured with the credit card the employee requesting the expense:

1. ensures that there is an appropriate budget resolution or project/grant ordinance appropriation authorizing the obligation;
2. ensures that sufficient monies remain within the appropriation to cover the amount that is expected to be paid out;
3. presents to the Finance Department the required Prior Approval Form with the required approval signatures;
4. presents to the Finance Department any necessary supporting documents to assist with fulfillment of the travel reservations

The reservation or payment confirmation will be forwarded to the employee, department or school. Within 5 days of the transaction, the reservation or payment confirmation should be submitted on a Voucher Request to Accounts Payable.

Online Purchases:

The other credit card is used to make online purchases for schools and central office departments.

A. AUTHORIZED USE OF THE CARD

The school or department bookkeeper will submit a requisition for purchase. There are guidelines and restrictions for usage:

- The minimum purchase is \$500
- The maximum purchase is \$2,500
- The order should not have more than 10 items

The item(s) requested for purchase must not be available from another source OR there is a significant price savings by purchasing from an online vendor.

The credit card cannot be used for:

- Wal-Mart
- Food
- Out of the country vendors

An employee who requests or authorizes unallowable purchases with the district credit card may be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the bank in connection with the misuse. The employee will also be subject to disciplinary action up to and including dismissal.

The credit limit is established by the issuing bank with the approval of the Finance Officer. Any credit increases must be approved by the Finance Officer prior to requesting the increase from the bank.

B. PROCEDURES

1. The school or department bookkeeper enters the requisition request in LINQ;
2. The following items/information must accompany the requisition request:
 - a. Website information;
 - b. Short statement to justify the necessity for the online purchase;
 - c. Adequate documentation to support cost savings, if applicable;
3. Attach a screen shot of a shopping cart from the website;
4. The appropriate account code will be noted on the requisition request;
5. The account codes are verified by the Purchasing Agent for appropriateness and budget availability;
6. The requisition will be approved by the principal or the department director.

A school should send in a school funds checks to cover the cost; if necessary.

ELECTRONIC FUNDS TRANSFERS

A. AUTHORIZED USE OF ELECTRONIC TRANSFERS

The district will on occasion, upon approval of the Finance Officer, pay a vendor with an electronic payment via wire transfer or ACH. Reimbursements to schools are made via bank account transfers. Additionally, the following electronic payments for payroll are made monthly:

- payroll direct deposit;
- withholding taxes;
- other payroll deductions

All Board bank accounts have been restricted to only allow fund transfers between Board bank accounts. All electronic funds payments initiated using the Administrative bank account generates an email alert to the Finance and Assistant Finance Officer.

B. PROCEDURES

Accounts Payable Transactions

All electronic payments are generated when an invoice is presented for payment.

Before any electronic payments are made the Finance/Accounts Payable department:

1. matches the invoice against an outstanding purchase order or Voucher Request form and verifies that the goods or services have been received;
2. ensures that there is an appropriate budget resolution or project/grant ordinance appropriation authorizing the expenditure;
3. ensures that sufficient monies remain within the appropriation to cover the amount that is due to be paid;
4. ensures that there is sufficient cash to cover the payment

Payroll Transactions

All electronic payments are generated based on payroll inputs via the Timekeeper module or authorized paperwork (i.e. manual timesheets, stipend request forms, withholding forms, insurance elections, etc.).

Before any electronic payments are made the Finance/Payroll department:

1. reviews, inputs, edits and makes corrections to the payroll data presented for payment;
2. ensures that there is an appropriate budget resolution or project/grant ordinance appropriation authorizing the expenditure;
3. ensures that sufficient monies remain within the appropriation to cover the amount that is due to be paid;
4. ensures that there is sufficient cash to cover the payment

All electronic payments must be approved via the bank's website by someone other than the person initiating the transaction. Authorized approvers of wire and ACH payments are the Finance or Assistant Finance Officer. Supporting documentation is matched to the electronic payment amount to verify accuracy.