

**Unified School District #286  
 Visa Report  
 Itemized Record  
 (To be completed and turned in with Visa receipts attached)**

Name \_\_\_\_\_ Date \_\_\_\_\_

Date(s) Visa used \_\_\_\_\_ Name on card \_\_\_\_\_

Explanation of use:

\*Supplies/Materials \_\_\_\_\_

\*Activity \_\_\_\_\_

Location of Activity \_\_\_\_\_

Number of USD 286 adults that participated in this activity \_\_\_\_\_

Number of USD 286 students that participated in this activity \_\_\_\_\_

Charged to:	Amount	Receipt Received	
		Yes	No
_____	_____	Yes	No
_____	_____	Yes	No
_____	_____	Yes	No
_____	_____	Yes	No
_____	_____	Yes	No
_____	_____	Yes	No
_____	_____	Yes	No
_____	_____	Yes	No
<b>Total</b>		_____	_____

Approval \_\_\_\_\_ Date \_\_\_\_\_  
 (Building Administrator)

Approval \_\_\_\_\_ Date \_\_\_\_\_  
 (Superintendent)

Meal/Motel Guidelines – good judgment should be used when purchasing meals and motel rooms using the district’s credit card. No specific amounts have been determined as long as the district’s credit cards are used reasonably. Please check with administration before purchases are made.

**\*Reminders:**

- \*Receipts must accompany all purchases.
- \*Use tax exempt status when possible.
- \*A District Credit Card Agreement must be on file with the district before any credit card will be issued.

Approved by BOE: \_\_\_\_\_

**POLICY AND GUIDELINES FOR USD 286 CREDIT CARD USE**

1. Credit card(s) will be issued only to approved district personnel.
2. District card holders must have a signed "User Agreement" filed with the district office.
3. Cardholders are responsible for the safekeeping and use of their assigned cards and may only allow school personnel use of the card.
4. Credit card use will only be for purchases outlined in the User Agreement.
5. Receipts for use of each card must be given to the district clerk immediately upon use and returned to the school.
6. Copies of bills will be retained by the clerk.
7. Credit card limits and usage will be monitored by the Superintendent monthly.
8. Sales tax exemption forms will be presented to merchants when using credit cards when applicable.
9. Cash will not be accepted for credit card returns. Merchants will be asked to credit the card account instead of returning cash.
10. Caution and/or discretion will be used when using the credit card for purchases on the web.

Adopted: \_\_\_\_\_

**USER AGREEMENT FOR DISTRICT-ISSUED CREDIT CARD**

The following user agreement must be signed by all authorized employees of *Chautauqua County Community School District #286, Chautauqua County, Kansas* with access to a credit card.

I understand the Chautauqua County Community School District #286 has authorized my use of a district credit card for authorized business expenditures on its behalf. In accepting/and or using the credit card, I agree to be bound by the terms and conditions that follow:

- I will use the card issued to me only for the payment of authorized expenses consistent with my organizational responsibilities and to satisfy my building/department needs.
- I will not use the card to obtain cash advances.
- I will not use the card for personal use or for any other non-district purposes.
- I understand the card shall be used for only the types of merchants approved by the school district.
- I understand that I will be responsible for the appropriate documentation and timely reconciliation of all credit card transactions that I have charged.
- I will surrender the card to the district office in the event of my transfer within or the separation from the school district. (Card holders with cards issued in their name.)
- I understand that any charges against the credit card that are not properly identified or not allowed by the district shall be paid by me by check, United States currency or salary reduction. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the administration or business department designee.
- I will immediately report any stolen or lost credit card to the district office.

I understand that any variance and/or violation of the above conditions will result in cancellation of my credit card. Misuse of the credit card could result in disciplinary action and /or personal liability for unapproved charges. Deliberate misuse of District Credit Card is grounds for termination and reporting of criminal activity.

All district credit cards are subject to examinations by external auditors.

The district shall have unlimited authority to revoke use of any credit card issued and upon such revocation shall not be liable for any cost subsequently charged to the credit card.

**I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS.**

Name	Building/Department
Signature	Date

Approved by BOE: \_\_\_\_\_