

## Fiscal Management: Credit Cards

### **Revenues**

The School Board authorizes the acceptance of credit and debit cards as a means of payment to the District for certain programs approved by the Business Manager. The District recognizes and supports the importance of security protection both in electronic and non-electronic systems of cardholder data. All District departments and personnel who accept credit and debit cards must adhere and maintain Payment Card Industry Data Security Standards (PCI-DSS) Compliance.

The Business Manager or designee is responsible for a review of security and risk assessment annually, conducting required annual training of employees, and overseeing that all departments have met the PCI-DSS requirements. The compromise of any cardholder information should be reported immediately to the Business Manager.

### **Expenditures**

The School Board authorizes the use of credit cards (i.e. purchasing cards) for School District purchases. The Business Manager or designee is responsible for the authorization and control of the use of credit cards, subject to final Board approval of payments. The Board has the authority to revoke use of any credit card if use becomes other than for which it was originally intended. If the Board revokes use of a card, the card shall be surrendered to the Business Manager or designee immediately. However, in the event the employee is the Business Manager, then the card shall be surrendered to the Superintendent.

The following guidelines have been established for credit card use:

1. The Superintendent will assign use of credit cards based on administrative needs.
2. Use of school district credit cards is for school district business only.
3. Credit cards shall be issued in the administrator's name and the school district.
4. School district credit cards shall not be used for personal expenses. Credit card users will be held liable for non-work related purchases and shall be required to reimburse the school district for any personal charges that may be inadvertently charged to the school district credit card within ten (10) business days of notification of an amount owed, or in accordance with Maine law, the school district shall be authorized to deduct from wage amounts due purchases made by the employee. Misuse or inappropriate use of the credit cards shall lead to disciplinary action.
5. Credit card users shall not "loan" or otherwise make available their credit card to non-district or unauthorized district personnel.
6. Credit card users are responsible for all appropriate approval paperwork and providing detailed receipts for any charges made using the school district credit cards.
7. The school district will continue to reimburse personal credit card bills for district-related business if incurred in accordance with the purchasing procedures.

8. Credit card users are responsible for the safety and security of the credit card assigned to them. All credit cards must be returned to the school district for safe keeping immediately following the authorized use. Ordinary replacement of credit card will be paid by the school district. Credit card users shall be responsible for reimbursement of any costs for replacement of credit cards caused by the actions or the negligence of the credit card user.
9. Credit card users are required to sign an acknowledgement and consent agreement regarding their possession of credit card. This form shall be kept on file at the Business Office.
10. Any credits earned such as frequent flyer miles or other things of value received as a result of the use of the card will be solely for the benefit of the district.

### **Delegation of Responsibility**

The district Superintendent and Business Manager will ensure that proper accounting measures are in place for the use of district credit cards.