

**Cornerstone Education Group**  
**Business Office Procedures and Federal Awards Administration**  
**Credit Card Purchases**

The District may choose to use credit cards and/or purchasing cards. Gift cards will not be issued, as it is difficult to monitor proper usage.

**Business Office Procedures.** The following procedures will be applied, to the extent that they do not conflict with or contradict any District policies

1. The Finance Director shall be responsible for the issuance, accounting, monitoring, retrieval, internal controls and generally overseeing the use of District credit cards for District employees.
2. Credit cards may be used only for the purchase of the following:
  - a. Conference or workshop registrations
  - b. Lodging for authorized trips or meetings, or
  - c. Supplies only when trade credit has not been established because vendor does not extend credit
  - d. Other expenses as deemed necessary
  - e. Credit cards may be used to purchase meals only while traveling on school business
3. Credit cards may not be used to circumvent the normal purchasing and/or requisitioning process. The credit card is to be returned directly to the Business Office by the person to whom the card was issued by the date specified in the authorization. Documentation (receipts) must indicate the goods or services purchased, the amount(s) of the purchase, date(s) of purchase, and the District business to which each purchase relates. The receipts must be turned in promptly.
4. The staff member to whom a credit card is issued shall be responsible for its use and shall not allow the card to be used by anyone else or for any unauthorized purchases. Any charges made on the card during the time that the card is in the possession of the employee are the responsibility of that employee. Unauthorized charges must be paid by the person to whom the card is assigned, and such unauthorized use shall subject the card holder to disciplinary action in accordance with law, District policy, and/or the terms of a negotiated agreement.
5. The person to whom a credit card is issued is responsible for the protection and custody of the card. If a District card is lost or stolen, the person to whom the card was issued shall immediately notify the Comptroller. The Business Office will notify the issuing company to cancel the card if necessary.
6. The person to whom a credit card is issued is responsible to submit required receipts or documentation to the Business Office by 5th of each month for the previous month's statement. If the credit card policy is violated, the credit card may be suspended or deactivated at any time.
7. If the cardholder is unable to provide receipts, they must complete Receipt Exception Form. Repeated use of this form will lead to credit card suspension or deactivation. Refer to the Appendix for Receipt Exception Form.
8. The Business Office shall reconcile the credit card statements to the invoices relating to credit card transactions. Any charges appearing on statement that are missing invoices or other documentation will be investigated by the Business Office staff. The Business Office staff must notify the Comptroller and/or the credit card issuing company of any suspected fraudulent transactions appearing on the statement.