

CHARGE CARD POLICIES AND PROCEDURES

7. As the card is district property, I understand that I am required to comply with internal control procedures designed to protect district assets. This may include periodically being asked to produce the card to validate its existence and account number.
8. **The account statements are available online, on the 2nd day of each month.** Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by contacting either the supplier or First Interstate Bank.
9. I will be required to submit a monthly credit card log, complete with “detailed” receipts attached, to the Accounts Payable Department **on or before the 7th day of each month**, following any credit card usage. If the due date falls on a holiday or weekend, the due date is the day **before** the holiday or weekend.
10. The charges made against my card will be charged to the budget code designated on the credit card transaction log.
11. I understand the charge card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the district. My card may be revoked based on change of assignment or location. I understand the card is not entitlement nor is it reflective of title or position.

This document outlines the responsibilities I have as a holder of the School District No. 5 charge card program. My signature indicates that I have read and understand the responsibilities, and agree to adhere to the guidelines established for the program.

NAME: _____
(please print)

SIGNATURE: _____ DATE

CELL PHONE: "*****" (____) _____
(only for use by credit card fraud department)