

2019

# DeSoto Independent School District

## Credit Card Manual

**Comerica Commercial Card Services has been contracted to provide services under the Master Card Account program. Comerica will issue Master Cards tailored specifically for official school district use to designated administrators and employees of the District.**





# DeSoto Independent School District

## District Credit Card Manual

---

### Preface

No commitment for goods or services (other than activity fund purchases) can be made without a valid purchase order being issued by the Purchasing Office. The credit card program is designed to provide vendor options and flexibility, cut down on shipping time for time sensitive purchases, and ease the burden on district travelers. The MasterCard replaces neither the purchase order process, nor the travel processes and procedures.

### Introduction

Comerica Commercial Card Services – MasterCard Account Program

**Comerica Commercial Card Services** has been contracted to provide services under the **MasterCard Account program**. Comerica will issue MasterCards tailored specifically for official school district use to designated administrators and employees of the District.

### Program Benefits

Credit card benefits are:

- Streamline the process for small dollar orders and payments
- Eliminate “Petty Cash” at the campus level
- Utilize vendors that do not accept checks or purchase orders, but who satisfy Campus and District Improvement plan goals or provide a value to the district.
- Eliminate extended shipping delays for time-sensitive purchases
- Ease the burden on district travelers who lack the fiscal resources to wait for travel reimbursements.
- Provide cost savings through consolidated billing and payments (one monthly payment to Comerica versus multiple vendor payment), which guarantees faster payments to the vendor

### Authorized Users

Credit cards are issued to DeSoto ISD employees with the role and responsibility for acquisition of goods and services necessary for the effective and efficient operation of school, academic, and administrative departments.

Comerica Commercial Card Services – MasterCard Account Program  
“Card member”

Each credit card will be issued to an individual “card member” and will have both DeSoto ISD and the designated employee card member’s name embossed on the front of the card. Each card member is a purchasing agent of the DeSoto ISD and subject to all State law and District Policies.

**The Comerica MasterCards are for official school district use only.**

# DeSoto Independent School District

## District Credit Card Manual

---

The card will have no impact on an employee's personal credit even though their name is on the DeSoto ISD card.

**UNDER NO CIRCUMSTANCES SHOULD THIS CARD BE USED FOR PERSONAL PURCHASES.**

### School Users

DeSoto ISD school principals, school bookkeepers, and a limited number of other school personnel in roles similar to requestors and approvers in TEAMS Workflow may be issued credit cards.

### Academic and Administrative Department Users

DeSoto ISD department directors, secretaries, and a limited number of other department personnel also in roles similar to requestors and approvers in TEAMS Workflow may be issued credit cards.

### User Training

Prior to receipt of their cards, card members will be trained on the program and will sign a DeSoto ISD credit card agreement ensuring that they fully recognize the seriousness of their responsibility to safeguard and properly use the district credit card. Improper use or abuse of the credit card or violation of purchasing card policy may result in revocation of the card and will subject the employee to disciplinary action up to and including termination from the District.

### Acceptable Use

DeSoto ISD completes a very large number of purchasing transactions each year for routine, repetitive, simple, and low-value requirements. Schools and departments need to obtain these requirements in a more efficient and effective manner. The credit card can be a tool used to address this need.

**Comerica MasterCard are for official school district use only.**

The Comerica MasterCard is designed to provide flexibility, and speed delivery of products and services, and to ease the potential financial burdens related to travel. Every transaction is visible to school/department administrators, the Program Administrator, and Financial Services, and is subject to audit by internal and external organizations. There will be thorough and effective management control over these expenditures.

Goods and services needed by DeSoto ISD schools and departments may be purchased using a credit card within the limits and restrictions described in this *Manual*.

# DeSoto Independent School District

## District Credit Card Manual

---

Single Transaction Card Limit      Each DeSoto ISD Comerica MasterCard is assigned a single transaction limit based on designated daily and monthly spending; single and monthly spending limits may vary per departmental volume and demand. The single transaction limit is the amount that can be spent at one time. Other limits may be set by approved purchase order amount or approved travel expenditure estimates. **No increases in limit will be approved without written instructions from superintendent or designee.**

Monthly Card Spending Limit      The monthly spending limit is the amount that can be spent during the 30-day billing cycle. **No increases in limit will be approved without written instructions from superintendent or designee.**

### Impermissible Practices

A Trustee, employee, or agent shall not, with criminal negligence, make or authorize separate, sequential, or component purchases to avoid the purchasing requirements set out in Education Code 44.031. An officer or employee shall not knowingly violate Education Code 44.031 in any other manner. "Component purchases" means purchases of the component parts of an item that in normal purchasing practices would be made in one purchase. "Separate purchases" means purchases, made separately, of items that in normal purchasing practices would be made in one purchase. "Sequential purchases" means purchases, over a period, of items that in normal purchasing practices would be made in one purchase. Violation of this provision is a Class B misdemeanor and an offense involving moral turpitude, conviction of which shall result in removal from office or dismissal from employment. *Education Code 44.032*

Industry and Merchant Category Code Restrictions      Cards are set up with a general profile to enable purchases at many merchants and to restrict specific industries and merchants.

For example, alcoholic beverage is an industry that is restricted to prevent purchases.

Card Process      DeSoto ISD employees will use credit cards only for acquisition of goods and certain services necessary for the effective and efficient operation of school, academic, and administrative departments.

## DeSoto Independent School District

### District Credit Card Manual

---

#### Campus "Petty Cash" Card

In lieu of petty cash each campus will be issued a credit card with the following processes and limitations:

1. No single purchase shall exceed \$200
2. Combined purchases in a single week shall not exceed \$500
3. Combined purchases for a single billing cycle (one month) shall not exceed \$1000
4. All purchases shall be coded to Campus Activity Fund Account (461). General Fund (199) authorization must be granted prior to purchase with an approved district purchase order only.
5. Itemized receipts shall be produced within 2 business days of purchase. Credit card receipts are not acceptable.
6. Failure to produce acceptable receipts will result in deactivation of card until the situation is resolved.
7. Accelerated consequences will be established for noncompliant behaviors.
8. There shall be no exceptions to established limits without superintendent intervention.

#### District/Department Credit Cards (Non-Travel)

District and department credit cards will be available for check-out on a case-by-case basis for purchases from district approved vendors that do not accept checks or purchase orders, and which are deemed to align with Campus or District Improvement Plans and/or provide the best value to the district. All district and department credit cards needed for non-travel related purchases will be issued with the following processes and limitations:

1. All district/department credit cards will be secured and checked out in the Finance Department
2. No credit cards will be released to any individual other than the card member
3. No credit cards will be released without an approved "Traditional" or "Not to Exceed" Purchase Order. "Blanket" purchase orders are not acceptable.
4. Purchase will be Received in the TEAMS system, and the credit card and itemized receipt will be returned to the Finance Department within 2 business days of purchase.
5. Noncompliance with approved processes and procedures will result in accelerated consequences including suspension or revocation of card privileges.

## DeSoto Independent School District

### *District Credit Card Manual*

---

#### District/Department Credit Cards (Travel)

District and department credit cards will be available for check-out on a case-by-case basis for travel purchases from district approved vendors, lodging, airlines, and rental car companies that do not accept checks or purchase orders, and which are deemed to align with Campus or District Improvement Plans and/or provide the best value to the district. All district and department credit cards needed for travel related purchases will be issued with the following processes and limitations:

1. All district/department credit cards will be secured and checked out in the Finance Department by the Travel Specialist
  2. No credit cards will be released to any individual other than the card member.
  3. No credit cards will be released without an approved Travel Request in the TEAMS system.
  4. A complete Travel Expense Report will be completed in the TEAMS system, and the credit card and itemized receipts will be returned to the Finance Department Travel Specialist within 2 business days of traveler's return to the district.
  5. Noncompliance with approved process and procedures will result in accelerated consequences including suspension or revocation of travel privileges.
- More detailed information regarding travel and travel cards is available in the Travel Procedures Guide.

#### Sales and Use Tax

DeSoto Independent School District is a tax-exempt entity and does not pay sales tax. It is the responsibility of the cardholder to inform the vendor that the transaction will be tax-exempt prior to processing the sale. Be sure to present the Texas Sales and Use Tax Exemption Certification form to the vendor to make them aware of the tax exemption. If the vendor charges a sales tax, the cardholder must contact the vendor and obtain a credit or reimburse the District for sales tax charged. **Do not accept cash as reimbursement to settle the sales tax error.** Instruct the vendor to credit the card that was charged. **(Erroneously paid tax is the responsibility of the cardholder.)**

- More detailed information regarding Hotel, Vehicle Rental, and Airfare taxes is presented in the Travel Procedures Guide.

# DeSoto Independent School District

## District Credit Card Manual

---

### Supporting Documentation

It is the cardholder's responsibility to obtain itemized sales receipts, internet/e-mail confirmations, or e-receipts for all purchases or travel arrangements and submit the originals and MasterCard to Finance **within 24 hours of purchase, or 2 days of return to the district if traveling.**

Acceptable Receipts contain:

- Vendor/merchant name
- Date of transaction
- Clear description of items purchased
- Detailed costs including any sales taxes or delivery charges

Unacceptable receipts include receipts without item description; receipts with vague item descriptions such as "gen mdse", "misc", "tx item", "item 1", product numbers or serial numbers in lieu of descriptions; and receipts without vendor name, date of transactions and amount paid to vendor.

### Reporting a Lost or Stolen Card

Cardholders must notify Comerica Commercial Card Services and the Program Administrator immediately when a card is discovered lost or stolen. The cardholder must submit written confirmation of the card cancellation request to the Program Administrator. A new card will be issued by Comerica Commercial Card Services and delivered to the Program Administrator.

### Card Security

The Comerica MasterCard is the responsibility of the cardholder and must be kept in a secure location at all times. Ultimately, the person whose name appears on the card is responsible for its use and safety.

**To prevent unauthorized use of the card:**

1. **Do not under any circumstances give the card or card number to others**
2. **Do not give the card number to merchants to keep on file for future use**



<b>ALLOWABLE TRANSACTIONS</b>
<b>CREDIT CARDS MAY BE USED FOR THE FOLLOWING</b>

<b>Acceptable Purchases</b>	<b>Examples</b>
<i>Operational Supplies</i>	<i>Medical, Janitorial, Food, Office</i>
<i>Event Scheduling</i>	<i>Conference Rooms, Meeting Rooms, Facility Rental, Catering</i>
<i>Courier Services</i>	<i>Fed-Ex, UPS, Lone Star, Postage Stamps</i>
<i>Classroom Materials</i>	<i>Books, Videos, Art Supplies</i>
<i>Services</i>	<i>From approved vendors necessary for district operations</i>
<i>Registration Fees</i>	<i>Membership Dues, Seminars, Training Courses, Dues and Subscriptions</i>

<b>PURCHASING DO'S</b>
<ul style="list-style-type: none"><li>• Store &amp; Maintain DeSoto ISD MasterCard in a safe &amp; secure place</li><li>• Use MasterCard for Official DeSoto ISD Business <b><u>ONLY</u></b></li><li>• Immediately report missing, lost or stolen cards to Comerica Commercial Card Services</li><li>• Immediately report inappropriate purchases to the Program Administrator or Superintendent</li><li>• Know your transaction dollar limit</li><li>• <b><u>Get Receipts</u></b> for each transaction &amp; <b><u>Obtain Credit Slip</u></b> for returns</li><li>• Ask questions <b><u>before</u></b> making questionable purchases</li></ul>

---

## **RESTRICTIONS AND EXEMPTIONS**

### **CREDIT CARDS MAY NOT BE USED FOR THE FOLLOWING**

<b>Restriction</b>	<b>Examples</b>
Purchase of items for personal use	Alcohol, Personal Clothing, Gum & Candy, Personal Phone Calls,
Employee travel expenses (without approval)	Airfare, Vehicle Rental, Lodging, Meals
Contracted Services	Temporary Services, Consultants
Gift card purchases	Best Buy, Apple, HEB, Amazon, Amex, etc.
Cash refunds or advances	Store Refunds, ATM's, Extra Cash with Purchase

## **PURCHASING DON'TS**

- Carry a DeSoto ISD MasterCard on a daily basis or store with your personal credit cards
- Purchase items or services specifically excluded in the purchasing policy
- Exceed transaction amounts greater than the approved dollar limit
- Make multiple, sequential transactions intended to circumvent transaction limits, purchasing policy or state law
- Purchase goods or services at a merchant that would not be considered prudent or of good judgment
- Purchase goods or services from a merchant who does not provide an itemized receipt

## **DeSoto Independent School District**

### **Purchase Card Agreement Form**

This DeSoto ISD MasterCard represents the District's trust in you. You are empowered as a responsible employee to safeguard District assets. Your signature below is verification that you have read the Purchase Card Manual, attended Purchase Card Training and agree to follow all procedures outlined.

1. I understand the card is for District "APPROVED" purchases. I agree not to charge personal purchases.
2. The card is issued in my name and I am responsible for any and all charges against the card. I will not allow any other person to use the card for business or personal use.
3. If the card is lost or stolen, I will immediately notify Comerica Commercial Card Services by telephone. I will confirm the telephone call with an email to the Program Administrator upon my discovery of loss or theft, or as soon as possible upon my return to work.
4. I agree to surrender the card immediately upon request, transfer to another position or termination of employment, whether for retirement, voluntary or involuntary reasons.
5. All charges will be billed directly to and paid directly by the District. The bank cannot accept monies from me directly.
6. As the card is District property, I understand that I will be required to follow internal control procedures designed to protect District assets. This will include being asked to produce the card to validate its existence and account number. I will also be required to produce receipts and statements to audit its use.
7. All receipts related to my purchases must be acceptable per district procedures and entered in the TEAMS system or presented to Finance Department within 2 business days of my purchase or return to the district. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by contacting Program Administrator. I will notify my supervisor of the resolution of any discrepancies.
8. I understand that a DeSoto ISD MasterCard may not be provided to all employees. The assignment of this card is based on my need to purchase materials for the District. My card may be revoked based

## **DeSoto Independent School District**

### *District Credit Card Manual*

---

on change of assignment, duties or worksite location. I understand that the card is not a benefit, term or condition of employment, an entitlement, a prerequisite nor reflective of title or position. Furthermore, if I don't adjudicate credit card charges time and accurately, then my check may be garnished.

9. Any failure to use this card in accordance with DeSoto ISD procedures or any personal charges billed to the District will be considered misappropriation of District funds and a violation of DeSoto ISD board policy. This may result in disciplinary action, up to and including termination of employment and could be a violation of the law that could subject me to criminal prosecution.

10. I acknowledge that I have been assigned DeSoto ISD MasterCard #\_ \_ \_ \_ (last four digits of MasterCard)

---

**Cardholder Name (Print)**

---

**Cardholder Signature**

---

**Date**

---

**Program Administrator**

