

# Company Credit Cards

## Policies & Procedures

### Visa-Walmart-Kroger-Rulers

## Actual Cards:

- Call the District Accounting Office in advance to schedule use of a credit card.
  - Shirley Hanna @ ext. 2844
- See school bookkeeper to sign out a PO for the purchase.
  - Follow Purchase Orders Policies & Procedures
- Bring **Approved & Coded** PO to the District Office when signing out a credit card.
- Complete purchase.
- Return with Receipt for purchase (**NO Sales Tax**) turn in with PO to the accounting office. If tax is charged you will have to return merchandise and get tax removed.
- Original PO and Receipt will be kept at the District Office to verify purchase on the statement.
- NO credit card will be permitted to be kept overnight unless approved by our Superintendent.
- NO Sharing of the company credit cards.

## Virtual Visa:

- **First Time** - Make an appointment with Brian Linder @ ext. 2890, Bring Approved & Coded PO made out to VISA.
- Brian Linder will assist in getting the Virtual Visa App on your phone.
- After the app is on your phone for future requests: Send Approved and Coded PO over and request a card via Extend App.
- After the purchase of goods and/or services, send ALL PO'S with Receipts attached, to the District Office to be matched with the Credit Card Statement for payment processing.