

Company Credit Cards

Policies & Procedures

American Express-Walmart-Visa-Kroger-Rulers

- Call the District Accounting Office in advance to schedule use of a credit card.
 - Shirley Hanna @ ext. 2844
- See school bookkeeper / accounting clerk to sign out a PO for the purchase.
- 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.