

North Providence Public Schools Employee Use of District Credit Card or Charge Accounts Policy	Approved: 6/19/2019 Revised: 8/28/2024

I. PURPOSE

North Providence Public Schools may provide employees with credit cards that can be used for District-related expenses. A credit card helps in tracking expenses, prevents fraud, and makes payment more efficient. Employees who hold a District credit card shall use it properly and will understand and know its use limitations and responsibilities.

II. AUTHORIZATION

The School Committee must provide approval through a majority vote to authorize an employee to have access to the District credit card or charge account.

Once approved the employee must sign an agreement acknowledging that they have read and understand the policies and procedures governing the use of a District credit card or charge account. Credit cards must be signed out through the business office with the approval of the Superintendent and Finance Director.

III. RESPONSIBILITY OF CARDHOLDER

Any cardholder authorized to use a District credit card is responsible for reading and complying with this policy and its corresponding protocol at all times. The cardholder employee shall only use the credit card to make purchases consistent with District policy, state law and authorization. The limit for any district card will not exceed \$3000.00. Any request to change this amount will need a school committee majority vote.

Cardholders are expressly prohibited from purchasing the following with the District’s credit card:

- Alcoholic beverages;

- Illegal items;
- Gift cards/ Gift certificates;
- Cash advances;
- Lottery tickets;
- Personal items or services;
- Gifts or donations; and
- Items or services that the cardholder is not authorized to purchase by District policy.

This list is not meant to be all-inclusive. If you have specific questions, please call the District Finance Office for assistance.

IV. RESPONSIBILITY OF THE DISTRICT

The District Finance Office shall closely monitor all credit card/charge account use and do the following:

- Review each monthly statement to ensure receipts match purchases and that all purchases were directly related to need.
- Keep a log of every employee who has a card, when it was removed from the business office safe and when it was returned.

V. RESPONSIBILITY OF SCHOOL COMMUNITY

All employees of the District shall report any known or suspected unauthorized or inappropriate use of a District credit card. All reports of such unauthorized or inappropriate use must be brought to the attention of the Superintendent of School and School Committee Chairperson immediately.

VI. DISCIPLINARY ACTION

Intentional violations of this policy and its corresponding protocol shall be subject to disciplinary action including reimbursement to the District.

VII. DEVELOPMENT OF PROTOCOL

The Superintendent of Schools and Finance Director shall develop a protocol and procedures to facilitate this policy.

Acknowledgement of Receipt of the North Providence Public Schools Credit Card and Charge Account Policy

I acknowledge that on the date indicated below, I received a District credit card. I have previously received a copy of the policy and procedures explaining the use and responsibilities of the credit card. I understand that:

The credit card belongs to North Providence Public Schools. North Providence Public Schools retains the right to require return of the credit card at any time and that it has the right to process and investigate charges as it sees fit.

The North Providence Public Schools permits use of a credit card and/or charge account for the purchase of materials that have been approved and authorized by the Superintendent and Finance Director.

Under no circumstances may I purchase materials for my own personal use.

Under no circumstances may I purchase materials without the authorization of the Superintendent or Finance Director.

Employee Signature _____

Employee Name (print) _____

Date: _____

Authorized Signature _____

Date: _____

Please Return to the District Finance Director