



CREDIT CARD PROCEDURES AND RESTRICTIONS

Credit cards will be issued to personnel, campuses, and departments as determined necessary. The credit card is not to be used to circumvent controls and its use comes with a set of procedures and restrictions. Violations of these procedures and restrictions will result in immediate cancellation of the card and personal liability for the card user.

Procedures

The following procedures must be strictly followed when using district credit cards:

1. Enter a purchase order to ComData
 - a. In the "description" field, enter the vendor(s) that will be used for purchases.
 - b. In the "bid #" field, select the appropriate bid number from the drop-down list.
 - c. Complete the "requisition detail lines" fields with the necessary information.
2. After the PO is approved, you can then check-out the credit card from your campus/dept secretary (or use your card if you are the card holder). You will be required to provide the following information if you are checking out the credit card:
 - a. Check out date
 - b. Name of person checking out the card (this person must have a signed credit card usage agreement on file in the purchasing office).
 - c. Signature
 - d. PO number
 - e. PO amount
3. Take the following items with you to make your purchase:
 - a. Credit card
 - b. Purchase order
 - c. Sales Tax Exemption Form
 - d. TCISD badge
 - e. Membership Card (for Sam's Club only)
4. After purchase is made, return the card, receipt, and copy of PO to the campus/department secretary and record the transaction in the log book.
5. Employees responsible for reconciling statements online in the ComData Expense Track portal MUST perform the monthly reconciliation. Statements and receipts will be sent to the business office NO LATER THAN the 5th of the month (for prior month charges).



Restrictions

1. Any employee that uses a district credit card must sign the Credit Card Procedures and Restrictions Acknowledgment. A copy of the signed acknowledgment should be sent to the purchasing department to keep on record.
2. Each department/campus will maintain a "check-out log" with the following information: check out date, person checking out the card, signature, PO number, PO amount, return date, return signature, and receipt totals.
3. The credit card may only be used for purchases with District-approved vendors.
4. The credit card may not be used to circumvent purchasing policies and controls.
5. The credit card statement MUST be reconciled and submitted to the purchasing office in accordance with the reconciliation schedule.