

GADSDEN COUNTY SCHOOL DISTRICT

Administrative Procedures

CORPOARTE CREDIT CARD

The Gadsden County School Board through a Corporate Card Program authorizes select employees to purchase goods or services while conducting business on behalf of the Board. This policy and related procedures apply to all employees participating in the corporate card program. Corporate credit card purchases shall not be used to circumvent the general purchasing procedures established by Statute and Board Policy.

Corporate Credit Card Administrative Procedures

- Retain all original receipts
- Prepare a procurement form within 48 hours of the original receipt
- Attach procurement form to original receipts
- Obtain the card holder signature on the procurement form
- Cardholder or designee must submit the procurement form and receipts to invoices@gcpsmail.com

The Board affirms that corporate credit cards shall only be used in connection with Board-approved or district-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. Under no circumstances shall corporate credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

Inappropriate or illegal use of the corporate credit card and/or failure to strictly comply with the limitations and requirements set forth in administrative procedures may result in a loss of corporate credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.