



Anthony ISD Bank of America and American Express Card Program Policy and Procedures Manual

Table of Contents:

| | |
|------------------------|-----|
| PURPOSE | 1.1 |
| CARD DESCRIPTION | 1.2 |
| BILLING CYCLE | 1.3 |
| POLICY | 2.1 |
| PROCEDURES | 3.1 |

1.1 PURPOSE STATEMENT:

To set forth Policies and Procedures for the Anthony ISD issued credit card, meeting the following criteria:

- 1) Provide an efficient method to pay for certain approved purchases with the Anthony ISD issued credit card. (please refer to approved purchases on section 2.1)
- 2) Ensure Anthony ISD issued credit card purchases are in accordance with policy and procedures.
- 3) Provide for disciplinary action if Anthony ISD issued credit card is misused.

1.2 CARD DESCRIPTION

The card issuers, Bank of America and/or American Express, will be embossed with card holder's name and "*Anthony ISD*" below along with an individual credit card account number and expiration date.

1.3 BILLING CYCLE

- 1) The "billing cycle" for Bank of America credit card closes on the 18th of each month. Bank of America will mail-out master statement on or near the 19th; Bank of America does not mail-out the master statement on weekend or bank holiday.
- 2) The "billing cycle" for American Express credit card closes on or around the 23rd of each month, American Express does not close a "billing cycle" on the weekend or bank holiday.

2.1 POLICY

CARDHOLDER ELIGIBILITY:

- 1) Determine by the Superintendent and/or Central Office Management Team
- 2) Each individual Cardholder must agree to sign the "Anthony ISD Cardholder Agreement" form along with the signature from the Finance Director and A/P Specialist prior to issuance of the Anthony ISD issued credit card. (REFER TO EXHIBIT A FOR ANTHONY ISD CARDHOLDER AGREEMENT)

- 3) Cardholder commits to submit the reconciliation form, itemized receipt/s and signed goldenrod every 27th of the month. (REFER TO “FORMS” AT ANTHONYISD.NET TO OBTAIN A COPY OF THE RECONCILIATION FORM)
- 4) The cardholder will need to take the mandatory “Managing the Card” training-class given by the Finance department.

CARDHOLDER RESPONSIBILITY

- 1) The Anthony ISD issued credit card is a charge card which will not affect the Cardholder’s personal credit. However, it is the Cardholder’s responsibility to ensure that the card is used within stated guidelines of the Policy and Procedures Manual. Failure to comply with program guidelines could result in permanent revocation of the card and further disciplinary action up to and including termination. ***“Misuse of the Anthony ISD issued credit card may constitute fraud and criminal charges may be issued against the cardholder.”***
- 2) Defining Fraud, Merchant Fraud, and Misuse/Abuse for the Anthony ISD issued credit card:
 - a. Fraud involves unauthorized use of the card by the cardholder, someone other than the individual whose name is on the card, or individuals outside the organization. This can include stolen or counterfeit cards or identity theft. It could also involve non-employees or former employees working in collusion with current employees of the Anthony Independent School District.
 - b. Merchant Fraud is another unauthorized activity and involves charges for goods or services not provided by a merchant/vendor
 - c. Misuse/Abuses involve unauthorized activity or purchasing by the employee to whom the card is issued. Misuse covers a wide range of violations, some more severe than others. Misuse can include poor asset management resulting from buying a larger quantity than necessary, purchasing materials or goods of a higher price for value than the organization would deem appropriate, or buying from unauthorized vendors. ***Using the purchasing card for personal gain would represent a serious abuse of the card and could result in termination of employment and/or criminal charges being filed against the cardholder***

FINANCE DEPARTMENT RESPONSIBILITY

Finance Department (A/P Specialist) is responsible for reviewing the Bank of America and American Express monthly statement, cardholder reconciliation form, receipt/s and signed goldenrods. A/P Specialist will “date stamp” reconciliation form as soon as he/she receives it on their desk to make sure they are being turned in by the 27th of every month. Any discrepancies or unauthorized purchases will be brought to the attention of the Finance Director immediately.

PURCHASE ORDER

The Anthony ISD issued credit card is not intended to avoid or bypass appropriate purchasing procedures already in place. A **Purchase Order** must be processed and approved before any purchase is made with the Anthony ISD issued credit card.

ACCEPTABLE AND UNACCEPTABLE PURCHASES

Acceptable Purchases (*Examples included but not limited to*)

- Airline Tickets for Business Travel
- Hold a Hotel Reservation (ONLY) “Check will still be issued by A/P Specialist to employee with hotel name as the payee”
- Fuel, Emergency Repair and/or Towing (**ONLY Applies to Transportation, Athletic, Maintenance, Food Service Departments and Band Department traveling with students**)

Emergency is defined as a sudden, urgent, or usually an unexpected occurrence or occasion requiring immediate action.

Unacceptable Purchases (*Examples included but not limited to*)

- Personal Purchases
- Any type of Food, Snack or Drink
- Alcoholic Beverages
- Cash Advances
- Technology Equipment (computer, software, printers...etc)
- Electronic Devices (digital cameras, PDAs, scientific calculators...etc)
- Hotel Room Charges including Incidentals

- Rental Car, Taxi, Shuttle, or Limousine Service
- Chemicals/Safety/Janitorial Supplies
- Classroom Material
- Membership, Dues and/or Subscription
- Field Trip Admission and Meals
- Office Supplies
- Incentive Awards

ANTHONY ISD PURCHASE CARD REVOCATION

Anthony ISD Finance Department is required to revoke the Anthony ISD issued credit card of Cardholder for the following reasons:

- (a) Demoted/Promoted (depending on situation)
- (b) Employee Terminated
- (c) Employee Resigns
- (d) Employee Retires
- (e) Non-Compliance with Guidelines – (Examples of non-compliance with guidelines is and may include the following):
 - Using card for personal use or unauthorized purposes
 - Using card to purchase alcoholic beverages
 - Cardholder fails to provide receipts for all transactions
 - Cardholder fails to provide, when requested, information about any specific purchase
 - Cardholder refuses to adhere to the policy and procedure for managing the Anthony ISD issued credit card

FRAUD AND MISAPPROPRIATION OF FUNDS

All Trustees, employees, vendors, contractors, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's financial resources.

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District. Refer to Board Policy CAA (Local) for fraud prevention, reporting investigations, and consequences.

Fraud and financial impropriety shall include but not be limited to:

- Forgery or unauthorized alteration of any document or account belonging to the District.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other District assets, including employee time.
- Impropriety in the handling of money or reporting of District financial transactions.
- Profiteering as a result of insider knowledge of District information or activities.
- Unauthorized disclosure of confidential or proprietary information to outside parties.
- Unauthorized disclosure of investment activities engaged in or contemplated by the District.
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District.
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
- Failure to provide financial records required by state or local entities.
- Failure to disclose conflicts of interest as required by law or District policy.
- Any other dishonest act regarding the finances of the District.

Any person who suspects fraud or financial impropriety shall report the suspicions immediately to any supervisor, the Superintendent, or designee, the Board President, or local law enforcement.

The following procedure applies to non-compliance with Anthony ISD Purchasing Card practices: (If violations are deemed severe, all four steps do not have to transpire before suspension, revocation, and/or termination occur)

First Violation

On the first violation to occur, Cardholder will be issued a warning notification via email by Finance Director with a copy to the CFO and Superintendent. This communication will specifically outline the noncompliance and provide guidance on how to correct the situation.

Second Violation

Upon violation for a second time, again the Cardholder will be issued a warning notification via email by Finance Director with a copy to the CFO and Superintendent. This communication will specifically outline the noncompliance, provide guidance on how to correct the situation, and outline forthcoming actions should another violation of procedure occur.

Third Violation

If a third violation arises, the Cardholder's Anthony ISD Purchasing Card will be suspended until further notice. The Cardholder will be notified of this action via email by Finance Director with a copy to CFO and Superintendent. During the suspension period of the Anthony ISD Purchasing Card, if all noncompliance issues have not been resolved, the suspension of the card will continue until a resolution is reached.

Fourth Violation

*A fourth violation will result in **permanent** revocation of the Anthony ISD Purchasing Card for the noncompliant Cardholder. In addition, disciplinary action up to and including termination, may be appropriate as the former Cardholder may not be able to complete their assigned duties.*

In specific circumstances, there may be a need for the District to apply more stringent actions than those outlined above such as criminal prosecution. Such actions will be applied on a case-by-case basis, as deemed necessary.

FRAUD

Any employee committing fraud or misappropriating local, state or federal funds may be subject to disciplinary action up to and including dismissal and /or criminal prosecution.

3.1 PROCEDURES**QUESTIONS REGARDING THE ANTHONY ISD PURCHASING CARD**

The Finance Director and A/P Specialist are designated to answer questions, address issues and oversee the administration of the Anthony ISD issued credit card operations.

UPON RECEIVING THE ANTHONY ISD PURCHASING CARD

The Cardholder must call Bank of America at 1-888-571-1000 or American Express at 1-800-

869-3016 to activate the Anthony ISD issued credit card before using it. Upon receipt of the card, the cardholder must also sign the back of the Anthony ISD issued credit card and always keep the card in a secure place.

IN THE EVENT IF CARD IS LOST OR STOLEN

It is the responsibility of the cardholder to keep the Anthony ISD issued credit card safe and secure. If the card is lost or stolen, immediately contact Bank of America's Customer Service at 1-800-673-1044 or American Express at 1-800-869-3016 (24 Hours-a-Day, 7 days-a-week.) After contacting Bank of America or American Express then notify the Finance Director immediately during business hours or after hours on her cellular phone at (915) 342-3116. (*Keep in mind that prompt action can reduce the District's liability for fraudulent activity*)

CARDHOLDER

Cardholder must ensure that a Purchase Order has already been processed and approved before any purchase/s is made. (*Emergency purchases may be exempt depending on the emergency situation*)

CARDHOLDER MONTHLY RECONCILIATION

Cardholder is responsible for filling-out correctly the reconciliation form, gathering the itemize receipt/s, and signing the goldenrod. Once all these forms are complete, it is **IMPERATIVE** for cardholder to submit these forms to the Finance Department (A/P Specialist office) before the 27th of the month.

FINANCE DEPARTMENT (ACCOUNTS PAYABLE)

Once Cardholder submits the reconciliation form, receipt/s, and signed goldenrod before the 27th of the month; A/P Specialist will “date stamp” reconciliation form as soon as it is received at his/her desk. In addition, A/P Specialist will reconcile Bank of America and American Express monthly statement along with all the supporting documents provided by cardholder/s.

“EXIBIT A”



**CARDHOLDER AGREEMENT
“ANTHONY INDEPENDENT SCHOOL DISTRICT PURCHASING CARD PROGRAM”**

I, _____ (name), hereby request the Anthony ISD issued credit card. As a cardholder, I agree to comply with the following terms and conditions related to the use of the card:

1. I understand that I am being delegated the authority to make “acceptable” purchases as described in the current Policy and Procedure manual on behalf of Anthony ISD by using the Anthony ISD issued credit card.
2. I agree that this card will be used only after the Purchase Order has been process and approved. All purchases must be made in accordance with the current Anthony ISD Card Policy and Procedures manual.
3. I understand that my failure to follow established procedures may result in disciplinary action against me, up to and including termination of employment and/or criminal prosecution.
4. I agree to return the card immediately to the Finance Department upon the Card being revoked, demotion/promotion (depending on situation), termination, resignation or retirement from Anthony Independent School District.
5. If the card is lost or stolen, I agree to immediately notify Bank of America or American Express and Finance Director.

STATEMENT of COMPLIANCE

I certify that I shall use the Card to make purchases in accordance with the current Anthony ISD Card Policy and Procedure manual.

I further acknowledge and certify that I shall be personally responsible for any unauthorized card purchase(s), including any erroneous charge. I hereby authorize Anthony ISD to deduct from my payroll- check the amount of such unauthorized purchase(s) made with the Anthony ISD issued credit card if issue is not resolved within 30 days from the date of the unauthorized charge. Furthermore, I acknowledge that I received the most current version of the Policy and Procedures manual; and am responsible for making purchases in accordance with the most recent version which is posted on the Anthony ISD website.

Cardholder Signature / Date

School Campus/Department

Accounts Payable Specialist / Date

Finance Director / Date