

## Collinsville Independent School District

### Employee's Mastercard, Walmart and Gas Card Guidelines

#### General Information

This document, the *Employee's Mastercard, Wal-Mart, and Gas card Guidelines*, provides the general guidelines for using the card. Please read it carefully. Your signature on the Cardholder Agreement shows that you understand the procedures for use of the Mastercard, Wal-Mart and Gas cards agree to follow the established guidelines.

The following important points should be reviewed before using the card:

The Mastercard, Wal-Mart and Gas card are checked out in your name with the Principal and/or Campus Secretary. A requisition form must be filled out and given to the Principal and/or Campus Secretary at time employee will be checking out the Mastercard, Wal-Mart and Gas cards. All purchases made on the Mastercard, Wal-Mart and Gas card must be only yours. You are responsible for the security of the Mastercard, Walmart and Gas cards, the transactions made with it, and the return of it to your campus office. If you do not follow these guidelines when using the Mastercard, Wal-Mart and Gas card, you will receive disciplinary action, which may include termination.

- All *detailed* receipts should be forwarded to the Campus Secretary within **3** days of purchase or return from a trip.
- The Mastercard, Wal-Mart and Gas card is not intended to avoid or bypass appropriate purchasing or payment procedures.

#### Mastercard, Wal-Mart and Gas Card Controls

##### Purchases

The Mastercard, Wal-Mart and Gas Card should only be used in the event that a vendor will not take a Purchase Order. On-line purchases are discouraged and should only be done in an emergency situation. Waiting until the last minute to place orders does not constitute an emergency.

The card is to be used for business purposes only. The card is not intended for personal use. Personal purchases will be considered misappropriation of District funds, a criminal offense, and will be reported to the proper authorities.

##### Receipts

Always obtain a receipt when using the Mastercard, Wal-Mart and Gas card. It is every cardholder's responsibility to ensure there is receipt for each purchase. **Detailed receipts must be presented for all purchases**—the credit card charge slip is not considered adequate documentation. Always check your receipts for discrepancies.

##### Credits and Disputed Charges

All refunds must be reimbursed by credit to the account; cash refunds for credits are prohibited. Contact the Principal, Campus Secretary or Business Office immediately upon return if you could not resolve a credit or disputed charge.

## Employee Responsibilities

All receipts shall be turned in to the Principal or Campus Secretary within 3 days of purchase or upon return from an out of district trip.

## Sales and Use Tax

Collinsville I.S.D. is a tax-exempt entity and does not pay state sales tax. A sales tax exemption form should be presented to vendor.

### Hotel use:

The employee should present a hotel tax exemption form for hotel stays in the State of Texas or a sales tax exemption form for hotel parking. District will be liable for city or county tax that a hotel charges in the State of Texas. Check the receipt before you leave to make sure no state sales tax was charged. If state sales tax is charged, the charges become the employee's responsibility and are due within 30 days.

## Security of the Mastercard/Wal-Mart/Gas Card

The employee is responsible for the security of the card. Guard the purchasing card account number carefully. It should not be posted in a work area or left in a conspicuous place. The card should be kept in a secure location at all times.

The only person authorized to use the Mastercard, Wal-Mart or Gas card is the employee who checked the card out from the Campus or Business Office for business purposes only.

### Customer Service:

If a card is lost or stolen, employee must notify the Principal and/or Campus Secretary immediately. The Principal or Campus Secretary will then notify Customer Service. The Business Office and/or Superintendent's Office should be alerted also. Prompt action can reduce the District's liability for fraudulent activity.

Customer Service number is on the back of the card

## Card Procedures

cards will be distributed by each campus. Cards will be checked out to employees after training and receipt of a signed employee agreement.

The following items should be provided to you, the employee, during training:

1. *Employee Card Agreement*: This is an agreement between the employee and Collinsville I.S.D. that affirms that the employee has read and understands the policy and procedures for the Mastercard, Wal-Mart or Gas card.
2. *Employee's Card Guidelines*: This document outlines the District's policies and procedures in regard to the Mastercard, Wal-Mart and/or Gas card.

I have read and understand the policies and regulations of the Collinsville ISD credit cards.

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Signature of Employee

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Date

**Card Name**

**EXXON**

**Req#**

**Card No**

**Check Out Name**

**PO # and Purpose**

**Signature\***

**Date**  
**Checked Out**

**Date**  
**Returned**

\* I have read and understand the policy for use of this card.



<b>Card Name</b>			<b>WAL-MART</b>			
<b>Req#</b>	<b>Card No</b>	<b>Check Out Name</b>	<b>PO # and Purpose</b>	<b>Signature*</b>	<b>Date Checked Out</b>	<b>Date Returned</b>

\* I have read and understand the policy for use of this card.