

## **ISSUANCE AND USE OF CREDIT CARDS**

### **I. Acquisition of credit cards**

To facilitate the acquisition of certain goods and services by and on behalf of Questar III, the Board authorizes the Assistant Superintendent for Business and Financial Services to acquire credit cards on behalf of Questar III in accordance with this policy. When selecting credit card services, the Assistant Superintendent shall consider such factors as annual fees, appropriate credit limits and any other matter that relates to obtaining value on behalf of Questar III.

### **II. Use of credit cards**

Credit cards may be used for the following purposes only: (1) by authorized persons for the purchase of gasoline for vehicles owned by or used on behalf of Questar III; (2) by the District Superintendent, or his or her designee, for expenses related to travel or in instances when a vendor will not accept a purchase order or Questar III issued check; and (3) by employees who have been issued limited use credit cards in accordance with this policy. Credit cards issued pursuant to this policy shall be used only for purchases authorized by and on behalf of Questar III. Use of cards for personal items is prohibited. Employees utilizing Questar III credit cards shall be responsible for obtaining and submitting to the business office receipts from vendors for all purchases made with the credit card. Receipts shall be itemized to the extent the vendor will allow.

### **III. Payments**

Credit card balances shall be paid each thirty days. Unpaid balances may not be carried forward as revolving credit balances subject to interest payments. The Internal Claims Auditor and the Accounts Payable Clerks shall receive and review monthly reports from the card(s) provided which enumerate the purchasing activity undertaken. They shall bring any questions regarding unauthorized card use to the prompt attention of the Assistant Superintendent for Business and Financial Services.

### **IV. Limited use credit cards**

Limited use credit cards may be issued to any administrator, state aid planner and internal auditor for the purpose of expediting the arrangement and payment of Questar III related business travel. The Assistant Superintendent for Business and Financial Services shall arrange for credit cards to be issued to Questar III in accordance with this policy which may be used, to the extent vendors allow, only

for the purposes set forth in this policy. The Assistant Superintendent for Business and Financial Services also shall establish a process for an employee, upon approval of his or her supervisor, to obtain a limited use credit card. Such process shall include a written agreement with the employee issued a limited use credit card setting forth the limitations of such use.

Limited use credit cards may be used for the following Questar III expenses when such expenses are otherwise authorized under Conferences and Business Related Travel Policy 6-106: travel accommodations at hotels or motels; restaurants; train tickets; airline tickets; and car rentals.

Adopted 5/12/05  
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