

CREDIT CARD USE

The Board of Cooperative Educational Services establishes that the following credit card holders are approved by BOCES. Credit cards may only be used for legitimate BOCES business expenditures. The use of credit cards is not intended to circumvent the BOCES policy on purchasing.

The District Superintendent credit card can be used by the District Superintendent in the performance of his/her duties, in conjunction with the operations of CEWW BOCES, and by Board Members for pre-approved reimbursable travel expenses, such as hotel accommodations, transportation, and meals (exclusive of alcoholic beverages).

The purchasing credit card can be used by the BOCES Purchasing Agent or the BOCES Assistant Superintendent of Management Services. Purchasing credit card usage will be limited to the procurement of equipment, supplies and/or services that cannot be purchased directly from a vendor through a purchase order agreement. These credit card purchases must be supported by a district purchase order itemizing the full cost of the procurement. In the absence of the Purchasing Agent, the District Superintendent's credit card may be used in the same capacity as the purchasing credit card.

District credit cards for fuel will be used exclusively for the purchase of fuel for district owned vehicles and equipment utilized for BOCES daily operations. Fuel credit cards will be issued upon the written request, including rationale, of the appropriate Director and authorization by the Assistant Superintendent of Management Services.

Credit card and fuel card expenditures will be charged to appropriate budget codes. Original detailed receipts must be forwarded to the Business Office, with claim forms when applicable, for all charges in a timely manner so that the charges can be paid to avoid service fees. Failure to submit original receipts for charges made may result in the officer/employee being personally responsible for the undocumented charges.

Supporting documentation should specify the exact nature and timing of each expenditure. Documentation that shows the nature and timing of an expenditure includes invoices, itemized bills, itemized receipts, etc. For BOCES staff or board member meeting meals paid on the credit card, the purpose of the meeting and those in attendance should be noted.

Documentation that would not be acceptable as adequate supporting documentation includes but is not limited to:

1. credit card slips which only show a total but no detail;
2. the remittance form on a bill without the supporting detail attached;
3. a receipt without item descriptions;
4. any documentation without a date (must include month, day and year);
5. any documentation that does not indicate who or what provided the goods and/or services