

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, meals (exclusive of alcoholic beverages), and conferences, workshops, and meeting costs.

The purchasing credit card can be used by the Purchasing Agent or the Assistant Superintendent of Management Services. Purchasing credit card usage will be limited to a) the procurement of equipment, supplies and/or services that cannot be purchased directly from a vendor through a purchase order agreement b) out of state travel for hotels and/or other related out of state services in the event that school purchase orders are not accepted and c) if, in the opinion of the Purchasing Agent and/or the Assistant Superintendent of Management Services, the terms of travel within New York State are best accommodated by the use of the purchasing credit card. All 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 or Assistant Superintendent of Management Services, 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 of the division, including rationale 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

Adopted June 14, 2023