

USE OF CREDIT CARDS

The Board of Directors recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of Institute credit cards. The authorization, handling, and use of credit cards have been established to provide a convenient and efficient means to purchase goods and services. Credit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms credit cards shall be used only for those expenditures incurred for Board-approved or Academy-related activities or for those expenditures that serve the benefit of the Institute and a valid public purpose. Under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages, even if the purchase of such beverages is made in connection with a meal.

The Superintendent shall develop administrative guidelines that specify persons authorized to use Institute credit cards, the types of expenses that can be paid by credit cards, and the proper supervision and use of such cards. Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges; disciplinary action, up to, and including, termination; personal responsibility to reimburse any and all inappropriate charges (including finance charges and interest) assessed in connection with the purchase; and/or possible referral to law enforcement authorities for prosecution.

The Superintendent shall annually request the Board to approve the position titles authorized to use Institute credit cards in the conduct of Institute business.

The Superintendent shall be responsible for supervising and giving direction to employees authorized to use Institute credit cards.

PURCHASING CARDS

The Board recognizes that bank credit cards (“purchasing cards”) offer an alternative to existing procurement processes and provide a convenient, efficient method of purchasing goods and services. Employees authorized by the Superintendent may use purchasing cards only for Academy-related purposes in accordance with this policy and administrative guidelines to be developed by the Superintendent. Purchasing cards shall not be used to circumvent the general purchasing procedures required by State law and Board policy.

All approved cardholders must abide by purchasing card procedures and regulations set forth in this policy and relevant administrative guidelines. All transactions must be made by the individual to whom the card is issued.

To obtain a purchasing card, approved employees must provide the bank issuing the card with all personal information required by the bank to issue a card.

The Superintendent shall conduct independent regular reviews of each cardholder’s activity to verify that the purchasing card is being used in accordance with this policy and administrative guidelines. Card holders must keep receipts from all purchases made and provide receipts upon request. Prices for commonly priced items should be periodically verified to prevent schemes of purposeful price inflation.

Cardholders must use common sense and good judgement when using Academy resources. This policy and related administrative guidelines cannot cover every issue, exception, or contingency that may arise during the cardholder’s use of the purchasing card.

Cardholders will immediately surrender their cards upon request of Superintendent and shall surrender their cards upon separation from employment. Cardholders are required to take reasonable prudent measures to protect the use and custody of the card and shall immediately notify the Superintendent if the card is lost or stolen.

The purchasing card may never be used to purchase alcohol or personal items or services. The personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward by the employee/cardholder is prohibited under any circumstances.

Misuse of the purchasing card may result in disciplinary action, including termination.

Adopted 5/26/16
Revised 1/26/17