

Cash/Gift Card Purchase Procedure

Only the administrator or their designee (must be a district employee) can make purchases with the card. **NO STUDENTS are permitted to make purchases with this Card.**

The Card shall be treated as cash and thus maintained with the highest level of security.

All caution shall be taken to make certain the Card is secure at all times and not easily accessible to unauthorized personnel or students. **THE CARD HOLDER IS RESPONSIBLE FOR ANY BALANCE ON A LOST OR STOLEN CARD.**

1. A check to the vendor will be **picked up by** the building principal/secretary with a Receipt/Reconciliation Form and a Return Receipt Form.
2. **Purchase the card(s) at the Customer Service Desk.** To get the tax exempt card you must go to the Customer Service desk to purchase the card. Each time you use the gift cards you must inform the cashier, before (s)he begins to ring up the purchases, that this is a purchase for the school district and should be tax exempt. You may be asked to show your picture ID or some other proof to verify that you work for the school district.
3. **Record the Card number and PIN on the Receipts/Reconciliation Form and Return Receipt Form-** both these numbers are found under the scratch off area on the back of the card. Send the return receipt form along with the cash register receipt for the card to the Treasurer's office. **THIS RETURN RECEIPT FORM MUST BE TURNED IN WITHIN 10 CALENDAR DAYS AFTER THE CARD IS PURCHASED.** This is important because if the card is lost or stolen all of this information is needed to void the card.
4. **All purchases are TAX EXEMPT.** Make certain to let the cashier know before (s)he begins ringing up the items. **ANY TAX APPEARING ON THE RECEIPTS MUST BE REIMBURSED TO THE DISTRICT BY THE CARDHOLDER.**
5. **Attach all original itemized receipts** to the Receipts/Reconciliation Form. List the date of purchase and total of each receipt on the form. If two cards were used toward the same purchase, make a copy of the receipt to keep with the other card's Receipts/Reconciliation Form. **SEND IN THE RECONCILIATION FORM WITHIN 15 CALENDAR DAYS OF THE CARD SHOWING A ZERO BALANCE.**
6. **If a receipt is LOST,** the cardholder is responsible for reimbursing the district for the amount of the the purchase on that receipt. Submit a check or cash for that amount with the Receipt/Reconciliation Form.
7. Any outstanding Receipts/Reconciliation Forms at year end should be turned into the Treasurer's Office by May 15th. At the end of school year, all outstanding cards with balances shall be turned into the Treasurer's office with the supporting Receipts/Reconciliation Form and receipts for all purchases made on the card to date. These cards will be held over the summer and returned to you when school resumes in the fall.
8. If cards are disbursed as incentives or awards, please keep a log of the PIN and card numbers and the receipts and send it to the Treasurer's office as soon as all cards are disbursed.
9. **If any of the above procedures are not followed, no additional cards will be issued until Receipts/ Reconciliation Forms are received for all outstanding Cards for that cardholder.**