

# G-PISD Credit Card Procedures



## eZBusiness

### Credit Card Procedures- Frost Bank

- All employees who are issued a credit card will be required to sign a **Credit Card Use Acknowledgment Form**.
- All credit card purchases will require a Purchase Order prior to any charges being made. Issued credit cards have a zero-credit balance and require a credit amount to be loaded. Upon approval of your PO, your credit card will be loaded for the approved amount of the PO.
- Any credit card purchases you make require justification in the notes to the requisition as to why this item cannot be purchased through an approved vendor.  
Charges should be limited to:
  - allowable travel related expenditures
  - vendor does not accept Purchase Orders (PO's)
  - one-time purchase
  - student-related meals
- All **itemized** receipts must be submitted attached/uploaded in Skyward within three (3) business days from the date of the purchase or, in the case of travel, from the date employee returns to work.
- Cardholders will provide all purchase order numbers associated with their purchases upon request.

Credit Card Uses		Allowable Local Funds	Allowable Federal Funds	Not Allowable Any Funds
<b>TRAVEL EXPENDITURES</b>				
	Lodging up to GSA Rates	X	X	
	Lodging in excess of GSA Rates	X		
	Airline ( <i>coach/no upgraded seating</i> ), Standard Baggage Check-in Fees ( <i>up to two for employees &lt;50lb/ea.</i> )	X	X	
	Taxi, Uber, Lift, and other ride-share services to and from the airport only ( <i>no tips allowed</i> )	X	X	
	Self-Parking	X	X	
	Valet-Parking ( <i>when self-parking not available or other reasonable justification such as personal safety</i> )	X		
	Meals ( <i>employee receives per diem</i> )			X
	Meals ( <i>same-day traveling with students unless meal allowance was provided in advance</i> )	X		
<b>OTHER EXPENDITURES</b>				
	Vendor does not accept Purchase Orders	X		
	One-time purchase from a vendor not on pre-approved vendor list	X		
	Meals for meetings ( <i>no tips allowed</i> )	X		
	Meal service charges up to 15% ( <i>usually for large groups</i> )	X		
	Snacks, water and other supplies for meetings ( <i>use district approved vendors instead</i> )			X
	Reoccurring annual fees ( <i>cannot extend across fiscal years</i> )			X
	Texas State Sales Tax			X
	Hotel Occupancy & Other City Sales Tax	X	X	

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### Requisition Entry:

All requisitions for credit card purchases will be made out to Frost Bank and will require the following information and formatting to be entered in the following order when creating a requisition:

LAST4DIGITSOFCREDITCARD\_VENDORNAME\_PURCHASEDATE(S)\_EVENT

Example: A cardholder's card ending in 1234 is using their credit card to stay at Hyatt Regency and is checking in on October 10, 2022 and checking out on October 12, 2022 for a TASA Mid-Winter conference would enter the following information in the requisition description, in the following order:

1234 HYATT REGENCY 10/10/2022 – 10/12/2022 TASA MID-WINTER CONFERENCE

This information and formatting are critical for reconciling the numerous credit cards issued by the district. Requisitions that are submitted without the information and formatting above will be denied. The illustration below shows an example of the information and formatting that should be entered into the requisition description.

The screenshot shows a web-based form titled "PO Master Information". The "PO Setup Information" section includes fields for PO Number (7302300045), PO Group (730 Business Office), Fiscal Year (2022-2023), Accounting (Allocation by total PO amount (YMA)), Amount (450.00), and Batch Number (23). The Description field contains the text: "1234 HYATT REGENCY 10/10/2022-10/12/2022 TASA MID-WINTER CONFERENCE". Other sections include Vendor (FROST BANK), PO Contact (ALBERTO SILGUERO), Ship To (GREGORY PORTLAND ISD MAINTENANCE), Due Date (09/23/2022), and PO Date (09/23/2022). The form also has buttons for Save and Back.

All credit card charges must be aligned with the district's annual budget adoption approved by the board. Credit card charges that extend beyond the fiscal year end (08/31/XX), such as reoccurring fees, may be in violation of the district's policy [CE Local]. Credit card holders should be aware that reoccurring charges resulting from saving credit card information on a vendor's site may result in violation of district policy.

### Credit Card Placed on Hold

Assigned credit cards may be placed on hold if suspicious activity or fraud is detected, or if there is a delay in processing purchase activity that may cause the district to be out of compliance with the statutory 30-day payment requirements. Some examples of credit cards placed on hold are: a card is misplaced, purchases made without an approved purchase order, purchases made from a vendor that accepts purchase orders, failure to remit timely receipts for payment/processing or failure to provide information for unidentified charges.