

John Glenn School Corporation
Administrative Guidelines

6423 – USE OF CREDIT CARDS

Please abide by the following guidelines when using a Corporation credit card:

- A. All credit cards issued to and in the name of John Glenn School Corporation shall be held and supervised by the Treasurer.
- B. Employees requiring the use of school credit cards shall request such cards from the Treasurer.
- C. Each request for use of a school credit card must contain:
 - 1. Date needed
 - 2. Date to be returned
 - 3. Purpose
 - 4. Authorization
 - 5. Appropriation amount to be charged
- D. A requisition will need to be completed for purchases to be paid by the Corporation following purchases charged to the Corporation credit card. Vendor will always be Teachers Credit Union, vendor #5069, but also include the name of the company where the charge was made.
- E. Tax Exemption form should also be taken when using the credit card.
- F. When ordering an item over the Internet using the credit card, print out the order form and receipt to attach to the requisition.
- G. Credit card charges that are being paid by extra-curricular funds: Send a copy of the charge slip to the Administration Office so it can be matched with the monthly statement when it arrives. Write "extra-curricular" on the charge slip and the name of the school you are representing.
- H. Form 6423 must be completed when credit card is issued with meal and gas receipts. Do not write on receipts for gas and meals. A meal receipt listing the total amount must be accompanied by an itemized listing of all meals purchased.
- I. Return the credit card to the Administration Office in person.

VISA CREDIT CARD FORM

Your Signature _____

Date of Purchase _____

Where Purchased _____

Total Amount \$ _____

Account to be Charged _____

List All Names Involved with This Charge

Reason for Charge (Name of Event or Conference)
