



# School District of Holmen Corporate Credit Card Management Practices

## Acquiring a Corporate Credit Card

1. When a corporate credit card is desired, the Administrator/Supervisor shall complete the Corporate Credit Card Application Form for that employee (a/k/a Cardholder) to the Director of Business Services.
2. The request will be submitted to Bank of Montreal (BMO) by the Director of Business Services or designee. The building/program's Cardholder should receive the card within 10-14 days.
3. Each Cardholder will start with a beginning maximum transaction limit of \$1,000.00 and a monthly credit limit of \$1,000.00.
4. At the time the corporate credit card is received, and prior to first use of the corporate credit card, the Administrator/Supervisor along with the Cardholder shall read and sign the School District of Holmen Corporate Credit Cardholder Agreement, available on the District's website line under Business Services, and return the signed agreement to the Director of Business Services.

## Use of the Corporate Credit Card

1. The corporate credit card shall only be used to purchase materials, supplies, services, or for travel related expenses or other expenses approved by the Director of Business Services.
2. The purchases must be for School District of Holmen business use or for a School District of Holmen designated client.
3. The corporate credit card is NOT to be used for any personal use.
4. The Cardholder shall have his/her name printed on the corporate credit card. A Cardholder will not permit another person to use his/her corporate credit card. All purchases made with the corporate credit card will be the responsibility of the Cardholder.
5. If the Cardholder is in non-compliance of the Corporate Credit Cardholder Agreement, the Director of Business Services may deactivate the card at any time. See **Audits**.
6. When the Cardholder is making a purchase, they shall inform the vendor of the District's Sales & Use Tax-Exempt Status. The District's tax-exempt number (ES44176) appears on the face of the Corporate Credit Card and should be presented at the point of purchase.
7. It is the Administrator/Supervisor's discretion as to whether to implement any additional rules or procedures for corporate credit card use.
8. The corporate credit card shall NOT be used for any purchases of gasoline for personal vehicles. The corporate credit card may be used for gasoline purchases only for vehicles rented for District purposes and for District owned vehicles.
9. Cardholders shall not claim meals as per diem reimbursable expenses and ALSO charge the same expenses with a corporate credit card.

## Required Documentation

1. All corporate credit card purchases shall be supported by receipt verification from vendors for all transactions.
2. **All transactions must be approved for payment no later than the 5<sup>th</sup> of each month.** Transactions must be approved by logging into BMO *details* Online (<https://www.bmodetailsonline.com/>). For each **Transaction**:
  - a. Enter **Payment Information** (discounts, freight, tax if applicable, **Transaction Info**)
  - b. Enter **General Ledger Information** a.k.a. budget code
    - i. Fund Type – 10E, 21E, 27E, 50E, etc.
    - ii. Location – 200, 210, 220, 340, 450, 590, 690, etc.
    - iii. Expense Object – 310, 342, 411, 440, 551, 563, 940, etc.
    - iv. Function – 110000, 120000, 162110, 253300 etc.
    - v. Project – 000, 011, 019, 341, 365, 859, 875, etc.
  - c. **General Ledger Information** codes should be split to accommodate multiple budgets sources, object types or functional purposes.
  - d. Select - **Approve Txn, Dispute Txn, or Reject Txn (Txn is an abbreviation for transaction)**
  - e. **Save Changes**
3. All receipts must be submitted with a copy of your monthly activity **Statement**, available at BMO *details* Online, to Business Services no later than three business days following the 5<sup>th</sup> day of each month (statement date).
4. It is the building's/program's responsibility to distribute payment among multiple accounts within their budget.

**Monthly Payments – If Purchasing Activity Occurs**

1. All buildings/programs have the same credit monthly cycle. The activity period ends on the 5<sup>th</sup> day of each month (statement date).
2. All buildings/programs have internet accessibility to their own card activity through BMO *details* Online at <https://www.bmodetailsonline.com/>.
3. If the card is used, no earlier than the 5<sup>th</sup> day or later than the 7<sup>th</sup> day of the following month, Cardholders must log in to BMO *details* Online and print their Statement.
4. A Statement, along with the corresponding receipts/invoices and documentation, must be submitted to Business Services for payment no later than three (3) days following the statement date.
5. Payment will be ACH'd to BMO the 19<sup>th</sup> of each month.

**Changes Needed to the Corporate Credit Card**

1. Any transaction limit or monthly credit limit requests shall be made by completing the Corporate Credit Card Application Form and submitting it to the Business Office.
2. Limit changes will be made by the Business Office as soon as administratively feasible or within 3 business days through BMO *details* Online. The Cardholder will receive a confirmation when the limit change goes into effect.
3. Monthly credit limits shall not exceed \$5,000.00 per credit card unless approved by the District Administrator or designee.
4. If a Cardholder terminates his/her employment from the School District of Holmen, the Cardholder shall immediately return the corporate credit card to his/her Administrator/Supervisor and, in turn, the Administrator/Supervisor or designee shall notify the Director of Business Services immediately so that the corporate credit card is deactivated.
5. The Administrator/Supervisor shall notify the Director of Business Services in writing if he/she wishes to have a corporate credit card deactivated.
6. Any lost or stolen corporate credit card shall be reported immediately to BMO using the 24-hour toll-free customer service number at **1-800-361-3361**. Then, report the lost or stolen card to the Director of Business Services (x.1302) or Business Services Specialist (x.1306).
7. If a Cardholder transfers to another department, the Cardholder shall immediately notify the Director of Business Services so the change is updated in the accounting system.

**Audits**

The Business Office may conduct audits on any building or program or any Cardholder at any time. All transactions must be documented and coded at all times. Any requested exception must receive prior written approval from the Director of Business Services or designee. Non-compliance with Corporate Credit Card Management Practices may result in disciplinary action including, but not limited to, deactivating the corporate credit card and privileges. The progressive disciplinary steps for non-compliance are:

- 1<sup>st</sup> Offense: Administrator/Supervisor and employee are informed of the non-compliance.
- 2<sup>nd</sup> Offense: Administrator/Supervisor, employee, and Director of Business Services are informed.
- 3<sup>rd</sup> Offense: Administrator/Supervisor, employee, Director of Business Services, and District Administrator are informed. The District Administrator will determine the time period length for deactivation.

Flagrant non-compliance offenses may result in card revocation, disciplinary action up to and including termination of the Cardholder and legal recourse.

**Disputes**

The cardholder must dispute any erroneous or fraudulent charges in the month they occur. The Cardholder is primarily responsible for resolving corporate credit card purchase/credit disputes. Secondary responsibility falls to the appropriate Administrator/Supervisor. All unresolved disputes with BMO or vendors shall be forwarded in writing along with applicable documentation to the Director of Business Services for review and resolution.

**Business Services**

1. A BMO summary statement will arrive for each cardholder with activity.
2. Each Cardholder's documentation will be matched with the BMO summary statement.
3. An ACH confirmation statement with the amount and date of transaction will be kept with the monthly statements and used to issue a manual check so as to record the payment in Skyward.
4. A manual check for the entire payment will be created and posted to the 19<sup>th</sup> or business day closest to the ACH being remitted.
5. The Business Services Specialist will be responsible for new card requests, user IDs and passwords.