

From the Business Office of the WARREN COUNTY SCHOOL DISTRICT
February 9, 2009

Memorandum:

Re: District Credit Cards

As you may be aware there has been much discussion within the district regarding the use of credit cards.

As the Superintendents Designee, as it relates to Policy 4010 (Delegation) & 4120 (Credit Cards), the Business Office has been directed to take the following action:

We will be collecting your Credit Card and holding it in the Business Office. They will be available on an as need basis for pre-approved Conferences and Seminars. According to Policy 7315 Conferences & Seminars must be approved in writing 30 days prior to the event. Each department will be responsible for their own conference registrations and accommodation reservations.

This action is based upon the Credit Card Proposal presented at the November Finance Committee.

Please return your Credit Card to the Business Office by Friday February 13, 2009. Cards not returned by that date will have privileges suspended.

Purchases will no longer be made on Individual Credit Cards except for items related to the proposal presented at the November Finance Committee.

Purchases will require:

- Requisitions – where they apply
- Approved Purchase Orders
- Requests for items to be expedited, (which might be purchased by Credit Card within the Purchasing Department or special checks), should be submitted to the Business Office/ Superintendent along with appropriate justification including supporting evidence for review and potential approval.

Thank you for your consideration in this matter. I apologize for any inconvenience this may cause.

J Petter Turnquist, CPA
Business Administrator, Treasurer
Warren County School District