

## District Credit Card Procedures

**Mastercard V# 10831 – Used for travel (flights, hotels, fuel, parking) and all non-approved vendors. Air Travel Card must be used for all flights.**

**Capital One V# 21684 – Walmart/Sam's in-store purchases**

**Visa V21851 – Walmart/Sam's online purchases; made in Business Office**

**Home Depot V#20650 – online and in-store purchases**

**Hobby Lobby V#19842 – in-store purchases only; \$500 limit district wide**

Must have approved PO before you can check out a credit card.

Tax exemption forms must be used for ALL purchases made with a district credit card. [Sales Tax Exempt Form](#) [Hotel Tax Exempt Form](#)

Credit card must be turned in to the Business Office the next business day after the employee returns from travel or the next business day after the purchase has been completed.

An expense form must be filled out completely, and every transaction must be listed; multiple transactions can be listed on the same expense form if they were purchased with the same credit card and on the same PO. [Credit Card Expense Form](#) [Expense Form Example](#)

All documentation/receipts must be turned in to your campus/department secretary the same day you turn in the credit card.

All completed documentation must be turned in to the Business Office no later than 3 business days after travel and/or purchases are complete. (Documentation Order: Expense Form, PO Copy, PO Backup, Receipts – small receipts need to be taped to a blank sheet of paper)

Payment will be processed by Accounts Payable once corresponding credit card statements are received and matched to expense documentation.

CAPITAL ONE

V#21684

All In-Store Purchases at  
Walmart and Sam's Club

HOME DEPOT PRO

V#20650

In-Store and Online Purchases  
\*In-Store Purchases Must Be  
Made at the Pro Desk

MASTERCARD

V#10831

Travel – Hotels, Fuel, Parking  
Flights – use specific air travel  
Mastercard  
All Other Purchases with Non-  
Approved Vendors

HOBBY LOBBY

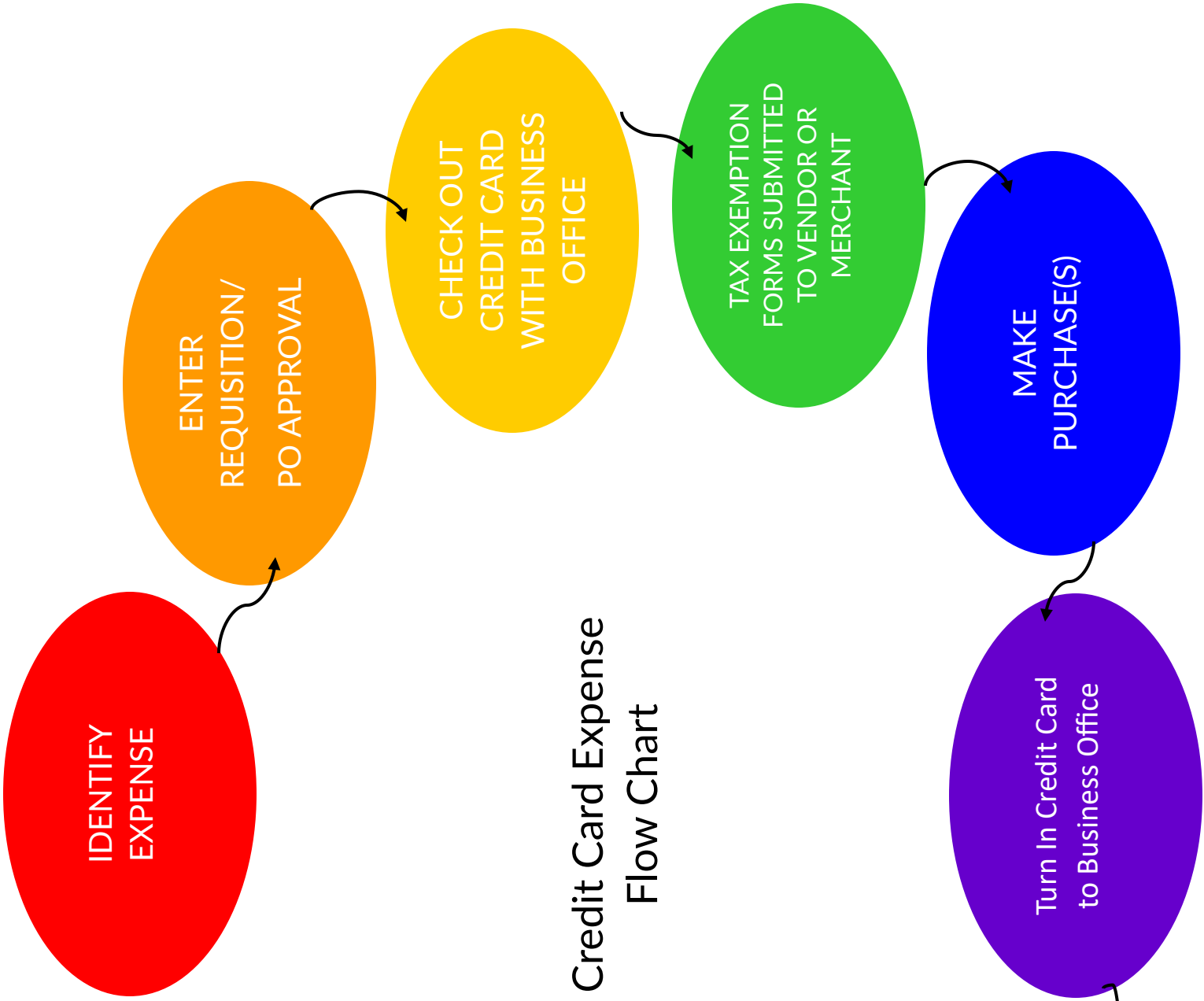
V#19842

In-Store Purchases Only  
(\$500 Limit District Wide)

VISA

V#21851

All Online Purchases with  
Walmart and Sam's Club  
\*Purchases must be made on  
Business Office laptop



Credit Card Expense Flow Chart

