SOUTHEAST TECHNICAL INSTITUTE	NEPN Code: DGD-R/STI
Policies and Regulations	

Fiscal Management

Credit Cards

REVENUES

Access to Data

- Only authorized personnel who process credit and debit card transactions as part of their position with STI shall have access to cardholder information and other documentation related to processing of card data.
- All Employees who process or handle credit or debit card or electronic payment information are required to attend security training upon new employment and annually, thereafter
- All employees shall have a unique identifier login to payment systems. Group accounts or shared accounts are not allowed.
- STI prohibits any payment information to be sent through school mail.

Electronic Submission

- The transmission of cardholder data must be secure and protected with best-practices cryptography and encryption techniques.
- The use of email, fax transmissions (sending and receiving), instant messaging or chat programs to transmit cardholder data is prohibited.

Processing of Card Data

- Transactions are to be processed immediately.
- The three digit validation code or pin number of a card should never be stored. Only the last four digits of a card number will be displayed, if at all.
- Documents containing cardholder or electronic payment information must be shredded.
- Downloading credit/debit card or electronic payment information to portable devices is prohibited. Examples of these types of devices include laptop computers, personal digital assistants, cell phones, USB flash drives, compact discs.
- Electronic receipts documents or correspondence of any kind, may not include cardholder data. If information is needed to reference a transaction only the last four digits of the card may be used.

Storage of Cardholder Data

- STI requires all payment documentation to be stored in a secured, locked location for the minimum duration required by operational, legal and regulatory purposes.
- All documents and media that contain cardholder data must be secured against unauthorized removal, tampering and viewing.

- Employees are to hold information securely while working on items. This means securing the computer and not leaving items unattended. Information should not be accessible to employees who job functions do not require it or visitors who may be in the building.
- Documents and media containing stored sensitive information are required to be inventoried and disposed of according to policy. Movement of data and documents from a secured location must be approved by the Business Manager, and secured and tracked to assure all items are accounted for and destroyed upon disposal.

"Mitigating the Effect of Unauthorized Disclosures:
STI Personnel will utilize the following process to mitigate the effect of an unauthorized release of card hold information by STI or by a contractor/business associate:

- Any unauthorized release of protected cardholder information will be immediately reported to the Vice President of Finance and Operations upon discovery of the release.
- The Vice President of Finance and Operations or designee shall investigate such unauthorized disclosure, notify the response team, and take such action as is reasonable and practical, under the application of facts and circumstances, to mitigate any harmful effect that has resulted, or might reasonably be foreseen to result, from such unauthorized disclosure.
- The Vice President of Finance and Operations or designee shall document the nature and substance of such unauthorized disclosure, the results of the investigation, and the actions taken to mitigate any harmful effect of such disclosure.

EXPENDITURES
Credit Cards (i.e.purchasing cards) are used to improve processing efficiency and provide revenue share on STI purchases. Any revenue share paid by the bank to the SFSD District shall be deposited in the General Fund.

A signed and approved Credit Card Enrollment Form and Cardholder Agreement for employees' authorized use of a credit card are required. The Enrollment Form and Cardholder Agreement are to be filed with the Sioux Falls School District Purchasing Supervisor in the SFSD Purchasing Department. Cardholders are also required to follow the Credit Card Program Guide and Policies located on the SFSD District website.

Each card issued has specific card controls and limits established, including single transaction dollar limits, monthly limits, yearly limits, and merchant category exclusions. Administrators will review those limits with their staff.

Authorized use of the credit card is limited to the person in whose name the card is issued and may not be loaned to another person.

The credit card is for business-related purposes only. It may not be used for personal purchases. The credit card is SFSD property and should be used only for qualified STI purchases. The items listed below are examples of qualified and unqualified purchases.

Qualified Purchases:
Maintenance/repair/operations, facilities maintenance expenses, office supplies, stationery, forms, printing, books, periodicals, subscriptions, DVD's, CD's, computer supplies and maintenance, safety equipment or supplies, catering or small dining services, medical supplies, screen printing, repetitive/consistent purchasing, lodging, car rentals (lodging and car rentals must be pre-approved by the Travel Specialist)

Unqualified Purchases:
A product or service not considered an appropriate use of STI funds, capital equipment, entertainment (bars, liquor stores, movie theaters, etc.) contract services, personal purchases, cash advances, money orders, fines, purchases in excess of transaction limits, meals for personal consumption, any items required to be inventoried, registration fees, airline tickets

The Board authorizes the Travel Specialist to use the credit card for the sole purpose of covering expenses related to travel by STI employees and/or consultants retained by STI as speakers, presenters, etc., including registration fees and airline tickets.

The SFSD Purchasing Supervisor or designee may use a District credit card to purchase items online that cannot be reasonably purchased elsewhere or when purchasing or paying for items online results in significant savings. The SFSD

Purchasing Supervisor or designee may also use the credit card for prepayment of items/services when required by a vendor or in instances of savings to STI.

Cardholders, with the exception of the SFSD Purchasing Supervisor or designee and the Travel Specialist, will not be allowed to use the credit card for purchases of items greater than $1000 each.

Employees authorized to use a credit card are responsible for obtaining a receipt for each purchase transaction, maintaining a Purchasing Log Sheet (if required to by the employee's supervisor) and reconciling their bi-weekly bank statements. Bank statement must be reviewed and signed by the supervisor or designee on a regular basis. The receipts together with the log sheet (if required) and bank statements are to be filed in a secure place in the office for a period of three years. The Vice President of Finance and Operations or designee shall periodically audit the credit card receipts and the bank statement reconciliation. Employees shall reimburse STI for any charges that are disallowed by the supervisor, President or designee.

Upon request by an authorized representative of the SFSD District or STI or upon termination of employment, each employee must return the credit card to the program administrator in the SFSD Purchasing Department.

The SFSD Finance Office shall make Telepay payments to the bank for purchases charged on bi-weekly bank statements.

Regulation		Board Action
Approved:	07-15-11	36116
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