

### KISD Credit Card Fund

- KISD uses Citibank Card for Wal-Mart; hotel reservations and registrations. Transactions should be pre-approved by the Purchasing Card Technician via email.
- The card is issued to the campus and departments by the Purchasing Department. On the 4<sup>th</sup> day of each month, the campus or department will go on the website to retrieve the statement. The statement will list the purchases or transactions that you made to that account for the month. Once the statement is downloaded, a Check Request is processed for **all the transactions on the monthly statement.**
- If a campus or department has multiple credit cards, each credit card should be processed on a separate Check Request or Activity Fund Check.
- Each monthly statement should be processed on a separate Check Request. For example, June transactions should be separate from July transactions, even if you are past due.

To process a check request:

- Use vendor# **99005**.
- The receipt and statement for all transactions must be provided or attached in Frontline/FERP.
- Each transaction on the statement should be on a separate line of the check request with its own invoice number. Invoice number should be entered in the following format:

**XXXX - MMYYYY - 01**  
Last 4 of                      Statement                      Transaction #  
card number                      Month/Year                      on Statement

Account Number .....53 5599	Payment Date 05/28/2020	New Balance \$0.00	Minimum Amount Due \$0.00	Enter Amount Paid
--------------------------------	----------------------------	-----------------------	------------------------------	-------------------

Citibank  
P.O. Box 78025  
PHOENIX, AZ 85062-8025

### CITIBANK CORPORATE CARD

Previous Balance	Payments and Credits	New Charges	New Balance	Credit Line
\$0.00	\$0.00	\$1,311.47	\$1,311.47	\$10,000.00

Statement Date  
05/03/2020

Payment Date  
05/28/2020

For customer service call or write 1-800-248-4553 Citibank P.O. Box 6125 Sioux Falls, SD 57117

Send payments to: Citibank P.O. Box 78025 PHOENIX, AZ 85062-8025

Account Number		Cash Advance Limit*	Available Credit Line	Available Cash Line**
.....53 5599		\$0.00	\$10,000.00	\$0.00
Sale Date	Post Date	Reference Number	Type of Activity	Amount
NOTICE MEMO ITEM(S) LISTED BELOW				
01 04/03/2020	04/06/2020	55429500094637252636966	EFOODCARD.COM	4076294811 FL \$7.99
02 04/03/2020	04/06/2020	55429500094637285904480	EFOODCARD.COM	4076294811 FL \$7.99
03 04/08/2020	04/09/2020	55429500099852963301611	ESC12	2542971212 TX \$90.00
04 04/09/2020	04/10/2020	55432860100200490195322	96330161 AMZN DIGITAL VS00Z60X3	888-802-3080 WA \$1,092.99
05 04/28/2020	04/29/2020	05436840119300162541019	D01-1185493-94306 RUDY'S COUNTRY STORE&B	KILLEEN TX \$112.50
TOTAL AMOUNT OF MEMO ITEM(S):				\$1,311.47

KISD Credit Card Invoice Number

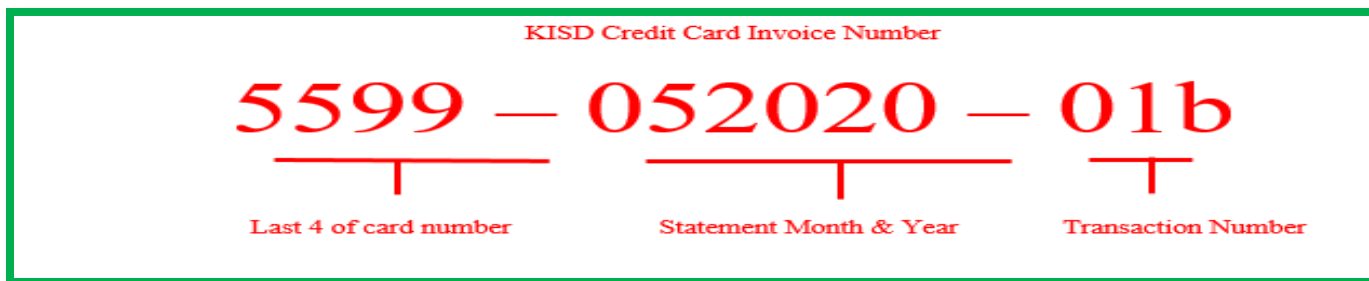
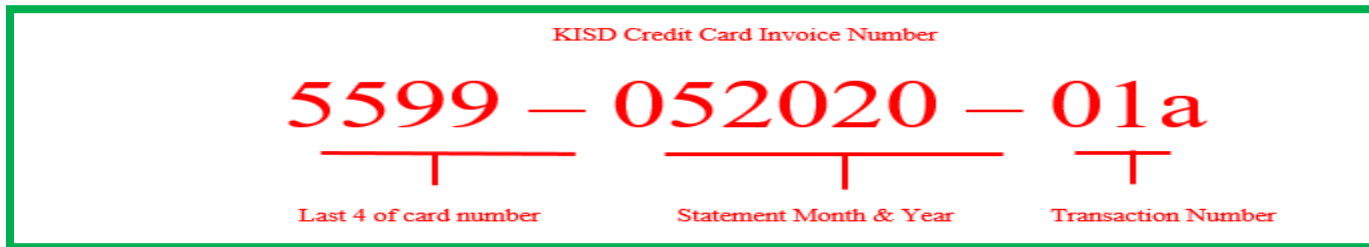
5599 – 052020 - 01

Last 4 of card number

Statement Month & Year

Transaction Number

If a single transaction needs to be split funded (charged to multiple budget codes), add a letter to the transaction number:



- When making partial payment on your statement with an Activity Fund Check, make sure to attach or include a copy of the Activity Fund check, receipt and a statement to your Check Request for the difference.
- Send your original Activity Fund checks made payable to KISD Credit Card Fund, along with copies of the receipt(s) and statement associated with that check to **Tish McMillan in the Accounts Payable Department**. If you have any questions, send an email at [Tish.Mcmillan@killeenisd.org](mailto:Tish.Mcmillan@killeenisd.org).