

Maryville City Schools
Administrative Procedure 2.8051
Credit Cards and Fuel Cards

Credit Cards

School and district-issued credit cards shall only be used to purchase goods and services for school and district related purposes. The credit cards shall never be used for personal purchases.

Receipts should be signed by the user and submitted with sufficient documentation to determine the appropriate budget code. School-level users shall follow any additional credit card guidelines established at the school site.

Travel Expenses

Employees are encouraged to use school or district-issued credit cards to cover travel expenses, especially those items that can be pre-paid such as registration fees, airfare, lodging, and fuel for rental cars. **The cards should not be used to purchase meals or fuel for personal vehicles.** A district fuel card is the preferred method for purchasing fuel for **district owned vehicles**; however, a school credit card can be used if a fuel card is unavailable

All travel expenses covered with a school or district-issued credit card should be documented on a Travel Reimbursement Form, and supported with receipts.

The Director of Schools or his/her designee reserves the right to deny payment of expenses if any item is deemed inappropriate. If any item charged on a school system credit card were found inappropriate, then said employee would be contacted for payment to the credit card company.

Purchasing Meals for Groups (Administrators only)

Administrators may elect to purchase meals for individuals or groups travelling together or working together for specific purposes, and these meals may be purchased with a school or district credit card. Such meals shall not exceed the MCS reimbursement rates. It is allowable to exceed a per meal rate, as long as the daily total is under the daily per diem reimbursement rates (e.g., light lunch in order to have a more expensive dinner). The per diem amounts are provided on the Travel Reimbursement Form.

Fuel Cards

District-issued fuel cards or fleet cards are only to be used to purchase fuel for district-owned vehicles. The vehicle must have a government license tag in order to qualify for the tax exempt status that comes with the use of the fuel cards. Under no circumstances may the cards be used to purchase fuel for personal or rental vehicles.