

# REGULATION

Rochester Community Schools  
Rochester, Michigan 48307

ADMINISTRATION  
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Professional Staff/3244  
Support Staff/4244

## DISTRICT CREDIT CARDS

The following regulation governs the use of District credit cards. The Superintendent delegates the responsibility for the administration of credit cards to the Assistant Superintendent for Business Affairs.

1. The Superintendent or designee shall establish a system of internal accounting controls to monitor the use of District credit cards.
2. The total combined authorized credit limit of all District credit cards issued, must not exceed five (5) % of the total budget of the District for the current fiscal year.
3. The Assistant Superintendent for Business Affairs may develop, through operating procedures, categories of the types of purchases made by district employees.

Approved: July 1, 1996  
Revised: May 24, 2004