

# POLICY

Rochester Community Schools  
Rochester, Michigan 48307

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Professional Staff/3244  
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## DISTRICT CREDIT CARDS

The Superintendent/designee shall be responsible for the issuance, accounting, monitoring, retrieval, internal controls and generally overseeing the use of district credit cards for Board Members and employees.

### Issuance

A Board member may be issued a district credit card for actual and necessary expenses incurred as a result of attendance at board-approved workshops, seminars, conferences, or conventions. The use of the credit card must be in compliance with Section 380.1254 of the Revised School Code, as amended. Presently, members of the Board of Education are not issued District credit cards.

District employees may be issued a district credit card that shall be used solely for the purchase of goods and/or services needed for official business of the district.

### Documentation

When a Board member or employee uses a district credit card, documentation shall be provided the Superintendent/designee detailing the goods or services purchased the cost of such goods or services, the date of purchase, and the purpose for which such goods or services were purchased.

### Lost Credit Cards

Each Board member or employee issued a credit card is responsible for the protection and custody of district credit card. If a district credit card is lost or stolen, the Superintendent/designee shall be notified immediately.

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## Return of Credit Cards

A Board member who leaves the Board or a District employee who is no longer employed by the District shall return the credit card upon termination to the Superintendent/designee, prior to leaving office or the district.

## Payment

The Board shall approve all District credit card invoices prior to payment. Such payments shall be made no later than 60 days after receipt of the initial statement date.

## Misuse and Unauthorized Use

A Board member who violates a provision of this policy shall have his/her use of that card revoked by the Board. An employee who violates a provision of this policy shall be subject to disciplinary action as determined by the Superintendent.

If the Superintendent violates a provision of this policy, he/she shall be subject to disciplinary action as determined by the Board.

Adopted: June 10, 1996  
Revised: August 21, 2000  
Revised: May 24, 2004