

Policy Statement #1700 (Administration) of the Board of Education Regarding Authorized Credit Card Use

- I. Purpose
 - A. To provide processes for the appropriate acquisition and use of credit cards by authorized staff and for the identification, coding and payment of subsequent charges
- II. Policy Statement
 - A. The Board of Education acknowledges its fiscal responsibility to ensure that public funds are used for appropriate purposes and in alignment with the approved Calvert County Public Schools' budgets. To that end, the Board of Education mandates a controlled system of accountability which addresses distribution of credit cards, training of users in the appropriate uses of the credit cards, verification of the appropriateness of all credit card expenditures and a formal reporting system.
- III. Delegation of Authority
 - A. The Superintendent of Schools is directed to develop administrative procedures to implement this policy in accordance with all local policies and local, state and federal laws and regulations and to communicate this policy and accompanying procedures to all relevant parties.
- IV. Exceptions
 - A. There are no exceptions to this policy. However, the Board by majority vote may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent local, state and federal laws and regulations or the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.
- V. Review
 - A. This policy will be reviewed at the end of four years, or sooner, if approved by majority vote of the Board of Education in public session.
- VI. Effective Date
 - A. This policy is effective March 8, 2018.

Citations

State Law: Sections 4-101, 4-108, 5-101, 5-105(a), and 5-109 of the Education Article of the Annotated Code of Maryland

State Reg.: COMAR13A.02.07

Federal Law:

Administration #1700

Policy Adopted: 2/22/2007

Policy Revised: 3/11/10; 3/06/14; 3/8/18

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Other Citation: