

POLICY

4000-11

FINANCE – USE OF CREDIT CARDS

Adoption Date: October 9, 2018

Revised:

Legal Ref:

Cross Ref:

The School Board recognizes the value of an efficient method of payment and record keeping for certain expenses.

The Board, therefore, authorizes the use of District credit cards.

The Superintendent shall develop administrative guidelines that specify those authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use.

The administrative guidelines should also require that a log be kept which includes the names of the individuals using the cards, their position, estimated amounts to be charged and the date the card is issued and returned.

Credit cards are not to be used to bypass the accounting system of the District. In addition, credit cards are not to be used for personal expenses not related to District activities.

Procedures for payment of expenses charged to credit cards must be according to District guidelines for the payment of claims.