

**Credit Cards**

For official school district purchased and acquisitions, the Bon Homme School Board authorizes the use of credit cards. Credit cards may be issued to staff in the following positions: Superintendent, Business Manager, or an employee who will be traveling on school business or making a purchase for the school district.

The Business Manager or his/her designee shall issue, audit, and collect the credit cards. The Business Manager or his/her designee shall reconcile the charge credit statement and process the charges for payment by the district. Employees shall reimburse Bon Homme School District for any charges that are disallowed by the Business Manager. The district credit card shall not be issued to an employee if any previous disallowed purchases made by that employee remain outstanding.

A school gasoline credit card may be used to purchase gas, oil, general vehicle maintenance or emergency vehicle repair on school vehicles only. A school retail credit card may be used to purchase equipment or supplies for the school district and these purchases **MUST** be accompanied by an approved school district purchase order. Copies of all charge slips and the credit card must be delivered to the Business Manager or his/her designee on the first working day after completion of the travel or school purchase.

The Bon Homme School Board has authority to revoke use of any charge card if use becomes other than for which it was originally intended. If the Business Manager revokes use of the credit card, such card shall be surrendered to the Business Manager or his/her designee.

Adopted: June 2001

Revised: July 12, 2010