

P3326.3/Board of Education Credit Card

SECTION: **3000**
CATEGORY: **Business & Non-
Instructional Operations**
POLICY CODE: **P3326.3/Board of
Education Credit Card**

BOARD OF EDUCATION CREDIT CARD

Policy Statement

Any credit card(s) issued for use by the Trumbull Board of Education will be under the sole supervision of the Superintendent or the Business Administrator. Only expenditures by Board employees to conduct business associated with the school system will be authorized by the Superintendent or the Business Administrator. The Board of Education credit card shall be used for school business only, not for any personal business. If the Board of Education credit card is used for personal business, disciplinary action, which may include termination, will be taken.

Immediately subsequent to the use of the credit card, the Board employee will return the credit card and submit a fully itemized statement of expenses. The Board employee will pay any charges against the credit card not authorized, not properly identified on the statement of expenses, or disallowed following an internal or external audit. The Board, Superintendent, or Business Administrator has the unlimited authority to terminate the use of the credit card by any employee if there is any suspicion the use of the credit card is being abused in any manner.

The use of the credit card is not intended to circumvent the Board of Education's policies and procedures relating to purchasing.

Board employees with access to and/or using the credit cards shall take all reasonable precautions against damage, loss or theft, which must be reported immediately to the Business Department and to the appropriate financial institutions

Adopted: 2/8/22

Reference: Connecticut General Statutes § 10-248 Payment of school expenses