

Board of Education Policy

USE OF CREDIT CARDS

The Board of Education permits the use of District credit cards by certain school officials, Board members, and employees to pay for actual and necessary expenses incurred in the performance of work-related duties and to purchase goods for the District. It is recognized that specific District employees will be issued a District credit card to assist with their job responsibilities. Job titles that will be issued a District credit card shall be listed in the attached regulation. All credit cards will be in the name of the District.

The Board of Education shall establish a credit line for each card issued and an aggregate credit line for all cards issued to the District. The Board shall ensure that the relationship between the District and the credit card company is such that the District preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper District charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the Claims Auditor and shall have been audited and allowed.

Individuals authorized to use District credit cards shall agree in writing to accept financial responsibility for any inappropriate usage by that individual. Individuals must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used to provide evidence that expenses are prudent and proper. All receipts should be submitted within fifteen (15) days of incurring the cost. If the receipt is for meals, those in attendance and the purpose of the meeting should be provided. For other expenses, the reason for the cost incurred should be provided.

Employees must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability. Credit cards may only be used for legitimate school district business expenditures. The use of credit cards is not intended to circumvent the District's policy on purchasing. District issued credit cards shall be used prudently and only for official school business.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

The Superintendent of Schools, in consultation with the School Business Official and the district's Purchasing Agent shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

Reference: Education Law § 1724(1); Education Law § 2524(1)

Adopted: 02/09/2005

Reviewed: 12/16/2009 09/30/2015 11/17/2021

Revised: 01/27/2010 10/28/2015 12/08/2021