

SUBJECT: USE OF THE DISTRICT CREDIT CARD

The School District will issue a credit card in its name to the Purchasing Agent/his or her designee for the use of its officers and designated employees for authorized expenses. Authorized personnel must submit an approved requisition to generate a purchase order for those related expenses, prior to the use of the credit card.

This credit card will only be for those purchases of goods and services that require a credit card and do not accept other payment methods. Any other reason for the credit card use must be approved by the Assistant Superintendent for Business Services or District Treasurer prior to use.

Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges. The charge cards shall be locked in a secure place in the purchasing or designee's office.

Any individual who makes an unauthorized purchase with a School District credit card shall be required to reimburse the School District for the purchase.

Adopted: 8/9/2005

Revised: 7/9/2019

Reviewed by Superintendent & Assistant Superintendent for Business Services with no recommended changes on 6/26/2023. BOE agreed & approved at their 8/22/2023 meeting