

<h1>POLICY</h1>	2022	5430
	Business Operations	

Subject: District Credit Card

The Board of Education recognizes that credit cards, procurement cards and charge accounts (credit) may be necessary to conduct District business and may provide certain efficiencies that are in the District's interest. The Board of Education hereby authorizes the acquisition and use of credit cards consistent with this Policy.

Consistent with their authority under the District's procurement policy, and this Policy, the Purchasing Agent and Deputy Purchasing Agent shall be permitted to use credit. The Board of Education also authorizes the use of credit by other school officials and employees to pay for actual and necessary expenses incurred in the performance of work-related duties for the District.

District credit is not to be used in a manner that is inconsistent with this Policy, District's procurement policy and related administrative regulations and is used only for appropriate and authorized purposes.

The Business Administrator may authorize use of credit in a manner consistent with this Policy and the procurement policy and its regulations. The Business Administrator shall establish appropriate limits on the use of credit cards, purchasing cards and charge accounts and shall determine which employees shall be issued credit or procurement cards. A list of those individuals will be maintained in the Business Office.

Employees are encouraged to use personal credit cards and submit claims for reimbursement consistent with the District's procurement policy and regulations. District employees are never permitted to make personal charges using District credit or purchasing cards or charge accounts.

The use of credit or purchasing cards or charge accounts are for administrative convenience. They are not to be used to avoid compliance with this Policy, the procurement policy and regulations and/or applicable laws.

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Subject: District Credit Card (Continued)

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.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses that have been incurred.

Approved: Board of Education
July 13, 2005

Approved: Board of Education
June 13, 2007

Approved: Board of Education
April 27, 2011

Approved: Board of Education
January 28, 2015

Approved: Board of Education
June 15, 2022