

MINUTES

The Campbell County Board of Education met in a special called session on Thursday, February 24, 2011, 6:00 p.m., at the courthouse in Jacksboro, Tennessee. The following school board members were present: Rector Miller, David Lynch, Homer Rutherford, Josh Parker, Johnny Byrge, Scott Hill, Eugene Lawson, Johnny Creekmore, J. L. "Sarge" Collins, and Chairman Mike Orick. Gail Parks was present and kept the minutes.

Roll Call.

- I. Consider approving revised Campbell County Board of Education Credit Card Usage policy 2.811. 1st Reading.

Campbell County Board of Education

Monitoring:	Revised 1 st Reading/ February 24, 2011	Approved	Descriptor Code 2.811
Review:	<u>Credit Card Usage</u>	IHC/Bd. Minutes	

The Campbell County Board of Education has established a travel credit card. This card is to be used to facilitate prepayments and NON-FOOD travel expenses for Board of Education employees (including School Board Members).

Reporting procedures for this card will be the following:

Documentation in the form of the credit card statement shall be submitted to the Board of Education every month, including months when there are no transactions.

Receipts shall be kept and maintained in the Campbell County Department of Finance. Food related expensed, including any alcoholic beverages, are NOT to be put on the travel credit card. Charging meals will result in the employee having to reimburse the county for those expenses and can result in the suspension of travel credit card privileges.

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Employees who charge non-allowable expenses to a credit card are completely liable for the full reimbursement of those expenses.

The Director of Schools' shall appoint a designee to keep a log of who is making charges to the travel credit card.

The credit limit shall not exceed \$10,000 without approval of the Board of Education.

It is the Director of Schools' and or Chairman of the Board of Education's choice as to how travel is done. When to drive or fly depends on number of people traveling, miles traveled, and of course the budget. In addition to acquiring the credit card, the Campbell County Board of Education will not hold the Finance Director/Finance Department responsible for the use thereof.

Sharon M. Ridenour
Interim Director of Schools

Mike Orick
Chairman of the Board