

Title: Use of Credit Cards/Procurement Cards

Subject to any agreement between the District and a financial institution for the use of school credit cards/procurements, the Superintendent is authorized to designate staff who shall be authorized the issuance and use of District cards. Use of these credit cards shall be limited to expenditures necessary to conduct District business in accordance with Iowa law.

Itemized receipts for purchases made with credit cards/procurement cards shall be submitted to the District business office uploaded into the online procurement card system within 30 days of purchase.

Cross References:

706

Legal References:

Iowa Code Section 279.8

Approved: Jun. 10, 1993

Reviewed: March 27, 2007  
March 22, 2022

Revised: July 22, 2002  
April 24, 2012  
March 28, 2017