

## HOLBROOK PUBLIC SCHOOLS

### CREDIT CARD USE POLICY

With the approval of the Superintendent of Schools, the Business Manager is authorized to issue credit cards to authorized personnel should the need arise. A written record of all cards issued, to whom, for what purpose, and a return date shall be recorded and retained by the Business Manager in the Business Office. The available credit line for any card issued under this policy shall be kept to the lowest amount practical on a case by case basis and shall in no case exceed \$25,000. School credit cards may be used for the following:

#### Credit Card Policy/Travel Expense Policy

- No alcohol may be purchased under any circumstance
- No tobacco or marijuana may be purchased
- No personal items may be purchased
- An itemized receipt must be produced
  - Failure to produce a receipt will require payment from the individual responsible for the purchase.
- Authorized personnel may use credit cards for hotel expenses
- Authorized personnel may use credit cards for airline purchases related to traveling on school related business
- Authorized personnel may use credit cards for conference registrations when authorized by Superintendent/Business Manager
- While on school related business, travel services (i.e. not limited to airlines, taxi, train, bus, share-ride services) are covered as school-related expenses.
- Parking is covered as a school-related expense.

Whenever possible, prior approval is needed to create a purchase order to encumber funds.

Each person issued a school district credit card shall sign an agreement providing that charges made on the credit card may be deducted from the person's salary unless:

- a. The purchase is for a school-related purpose authorized under this policy; and
- b. The person has submitted signed receipts and such other documentation as the School Business Manager may require prior to the credit card bill being presented to the Business Manager for payment.

The person reconciling the credit card statement will not reconcile purchases that they have made or authorized.

Any credits earned such as frequent flyer miles, or other items of value received as a result of the use of the District's credit card will be solely for the benefit of the school district.

Cross Ref: DGD-E Credit Card Issuance Agreement DKC Expense Reimbursements

Adopted: July 28, 2010

Amended: November 15, 2023