USE OF CREDIT CARDS

The Board of Education does not permit the use of general purpose credit cards but may issue special purpose credit cards, such as commercial account cards to authorized school officials for actual and necessary expenses incurred on behalf of the District. A list of those individuals permitted to use a commercial account will be designated by the Superintendent, maintained in the Business Office and reported to the Board annually at its organizational meeting in July.

All special purpose cards will be in the name of the District. The District shall establish a credit line not to exceed $4,000 for each card issued and an aggregate limit of $12,000 for all cards issued to the District. Special purpose cards may only be used for legitimate School District expenditures as anticipated in the annual school district budget.

Authorized users must take proper care of these special purpose cards and take all reasonable precautions against damage, loss, or theft. Any loss or theft must be reported immediately to the Business Office and to the appropriate vendor. Failure to take proper care of special purpose cards or failure to report loss or theft might subject the employee to financial liability.

The use of special purpose cards is not intended to circumvent the District’s policy on purchasing. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in revocation of the card and discipline of the employee.

Users must submit to the Business office detailed documentation, including itemized receipts for commodities, services or other actual and necessary expenses which have been incurred in connection with school-related business for which the card has been used.

The Superintendent of Schools, in consultation with the Assistant Superintendent for Business, shall establish regulations governing the issuance and use of special purpose cards. Each authorized user shall be apprised of the procedures governing the use of the card and a copy of this policy and accompanying regulations shall be given to each cardholder.

The Assistant Superintendent for Business shall periodically, but no less than twice a year, monitor the use of each credit card and report to the Superintendent accordingly. The Superintendent will report any problems or discrepancies to the Board.

Cross-ref: 6700, Purchasing
6830, Expense Reimbursement

Ref: Education Law §§1724(1); 2524(1) (itemized, audited, and approved vouchers required)
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)
Opns. St. Compt. No. 79-494

Adoption date: November 18, 2008
Reviewed: October 29, 2019