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5 Credit Card Use

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7 The Board of Trustees permits the use of District credit cards by certain school officials to pay for actual
8 and necessary expenses incurred in the performance of work-related duties for the District. A list of those
9 individuals that will be issued a District credit card will be maintained in the Business Office. All credit
10 cards will be in the name of the District.

11
12 The District shall establish a credit line with any specific restrictions to be established for each individual
13 card depending on usage as necessary.

14
15 Credit cards may only be used for legitimate District business expenditures. The use of credit cards is not
16 intended to circumvent the District's policy on purchasing.

17
18 Users must take proper care of District credit cards and take all reasonable precautions against damage,
19 loss, or theft. Any damage, loss, or theft must immediately be reported to the Business Office and to the
20 appropriate financial institution. Failure to take proper care of credit cards or failure to report damage,
21 loss, or theft may subject the employee to financial liability.

22
23 Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate
24 the intent of this policy may result in credit card revocation and discipline of the employee.

25
26 Users must submit detailed documentation, including itemized receipts for commodities, services, travel,
27 and/or other actual and necessary expenses which have been incurred in connection with school-related
28 business for which the credit card has been used.

29
30 The Superintendent or his/her designee shall establish regulations governing the issuance and use of credit
31 cards. Each cardholder shall be apprised of the procedures governing the use of the credit card, and a copy
32 of this policy and accompanying regulations shall be given to each cardholder.

33
34 The Director of Business Operations shall monitor the use of each credit card every month and report any
35 serious problems and/or discrepancies directly to the Superintendent.

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38 Cross Reference:

39 7320 Purchasing

40 7336 Travel Allowances and Expenses

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42 Legal Reference:

43 § 2-7-503, MCA Financial reports and audits of local government entities

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45 Policy History:

46 Adopted on: January 28, 2019

47 Reviewed on:

48 Revised on: