

SUBJECT: USE OF THE DISTRICT CREDIT CARD

The District may issue a credit card or cards in its name for the use of its officers for authorized reimbursable, school business related expenses. The maximum credit limit on each card will be as designated by the Board. However, authorized personnel must submit purchase orders for those school business related expenses, such as tuition charges for attendance at conferences, travel expenses, and lodging, where costs may be fairly and accurately estimated prior to the actual incurring of expenses.

Only those officers and District personnel designated by the Board will be authorized for the use of a District credit card.

Expenses incurred on each credit card will be paid in such a manner as to avoid interest charges. The credit card(s) will be locked in a secure place in the Superintendent's Office.

POLICY

2017

Policy 5321

Non- Instructional/Business
Operations

Page 2 of 2

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