

USE OF DISTRICT CREDIT CARD

The East Ramapo Central School District shall maintain one credit card for certain limited necessary and authorized expenditures incurred by school officials and members of the Board of Education that directly relate to the official performance of their duties. The District credit card is not intended as a replacement or alternative to the purchasing policy.

The credit card shall not have a credit limit greater than \$10,000. The District credit card will be kept under lock in the District purchasing office. A school official or member of the Board of Education incurring an authorized expenditure relating to the official performance of their duty shall submit, in writing, a detailed explanation of the charge to the District's purchasing agent. If the expenditure is approved by the Superintendent of Schools or his/her designee, upon authorization by the Board of Education, the purchasing agent may utilize the District credit card to pay the expenditure. An example of an authorized use of the card shall be for securing lodging accommodations for a school official or board member attending an approved educational conference.

The District preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been audited and allowed.

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

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used. Each cardholder / user shall be apprised of the procedures governing the use of the credit card.

Statements for the District credit card shall be maintained and routinely monitored and audited by the District purchasing agent. No employee or agent of the District or any other person shall receive any benefit associated with the usage of the card such as frequent flyer mileage, or "points." A purchase that is deemed unauthorized, illegal, personal in nature or that violates the intent of this policy will require immediate repayment or deduction from salary and may result in disciplinary action.

The Superintendent of Schools, in consultation with the Assistant Superintendent for Finance and the District's Purchasing Agent, shall establish regulations governing use of the District credit card.

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CARD**

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

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