

2011 5321  
Rev. 8/13/13  
Rev. 6/12/18

Non-Instructional/Business  
Operations

**SUBJECT: USE OF THE DISTRICT CREDIT CARD**

The School District may issue a credit card or cards in its name for the use of its officers and designated employees for authorized, reimbursable, school business-related expenses. The maximum credit limit on each card shall be as designated by the Board of Education. However, authorized personnel must submit purchase orders or have preauthorization for those school business-related expenses 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 of Education shall be authorized for the use of a District credit card. Credit cards will only be for those purchases of goods and services that require a credit card and do not accept other payment methods. Any other reason for credit card use must be approved by the School Business Official prior to use.

Itemized receipts shall be turned in for all purchases made with the credit card.

Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges. Credit cards must be kept secure at all times.

Any individual who makes an unauthorized purchase with a School District credit card shall be required to reimburse the School District for the purchase.

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