

USE OF CREDIT CARDS

Upon its prior approval, the Board of Education permits the use of District credit cards by certain school officials and employees to pay for actual and necessary expenses incurred in the performance of work-related duties and to purchase goods for the District. A list of job titles that will be issued credit cards will be maintained in the Business Office and reported to the Board each year at its reorganizational meeting in July.

The District shall establish a credit line not to exceed \$2,500 for the District's credit card. The credit line shall not exceed \$2,500 for the District's gasoline credit cards. Credit cards may be used only for legitimate business expenditures. The use of credit cards is not intended to circumvent the District's policy on purchasing.

All staff members who have been issued credit cards must present itemized receipts to the Business Administrator on the last day of each month for the amount of his/her purchases so that said charges may be verified. Staff members must also present documentation in the nature of explanations substantial enough to determine that the amounts charged represent actual and necessary school district expenses.

Any staff member who has been issued a gasoline credit card must provide itemized receipts on the last day of each month to the Business Administrator for the amounts of his/her purchases of gasoline. Said receipts must contain the license plate number of the vehicle receiving fuel.

Employees must take proper care of these credit cards and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the Business Office and to the appropriate financial institution.

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

The Business Administrator, in consultation with the District Purchasing Agent, shall establish regulations governing the issuance and use of credit cards.