



## **USE OF CREDIT CARDS**

The Torrington Board of Education (the “Board”) permits the use of a credit card in the name of the Torrington Public Schools (the “District”) by the Superintendent of Schools to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. The Superintendent is authorized to permit additional Board employees to use the District credit card and/or have additional District credit cards issued to such Board employees, if necessary and appropriate and in accordance with this policy and associated administrative regulations. The names of individual(s) authorized to use and/or issued the District credit card(s) will be maintained by the District’s business official and reported to the Board annually.

The District shall establish a credit line for the District credit card not to exceed Ten Thousand Dollars (\$10,000.00).

The relationship between the District and the credit card company is such that 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 violates any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless the itemized expense was approved in accordance with this policy and the associated administrative regulations.

The credit card may be used only for legitimate District business expenditures. The use of the credit card is not intended to, and shall not, circumvent the District’s policy on purchasing.

Any damage, loss, or theft of the District credit card must be reported immediately to the District’s business official and to the appropriate financial institution. Failure of an employee to take reasonable precautions against damage, loss or theft, or to otherwise take proper care of the credit card, or failure to report damage, loss or theft, may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate this policy and/or associated administrative regulations may result in credit card revocation and discipline of the employee.

The user must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses that have been incurred in connection with school-related business for which the credit card has been used. In addition, usage of the credit card shall be in such a way as to avoid or minimize sales tax where possible on credit card purchases.

Board employees may be allowed to use a personal credit card to pay for necessary expenses related to Board sanctioned business and receive reimbursement for such expenses from the Board. Board employees must receive prior approval to purchase items for a specific purpose and within a specific budget, and must provide appropriate documentation of the transaction(s) and its purpose to qualify for reimbursement, as outlined in the administrative regulations associated with this policy.

The Superintendent, in consultation with the District's business official, shall establish regulations governing the issuance and use of the District credit card and use of personal credit cards by Board employees for necessary expenses related to Board sanctioned business.