

USE OF CREDIT CARDS

The Board of Education permits the use of district credit cards for the purchase of diesel fuel in the case of fuel emergencies involving district owned buses, as well as other diesel fuel operated vehicles. The list of the individuals that will be authorized to use the district credit cards in an emergency situation shall be maintained by the Superintendent and/or his/her designee and the Purchasing Agent and reported to the Board each year at the Reorganization Meeting. All credit cards will be in the name of the school district. There will be four cards which will be secured by the following individuals: Purchasing Agent; Plant and Facilities Administrator; Director of Food Services; Director of Transportation. The credit cards will only be used in emergency cases when the Village is closed or the tanks are not operational.

The Board of Education also permits the use of a commercial credit card account with Capital One Bank. The credit card would be used for Board approved travel and conferences for students, Board members and staff members where purchase orders are not accepted. The credit card might also need to be used in extenuating circumstances where a vendor does not accept purchase orders, ACH or EFT payments. Some examples: The Federal Motor Carrier Safety Administration Drug & Alcohol Clearinghouse, the Office of Children and Family Services.

The district shall establish a credit line not to exceed \$10,000 for each card issued to the district and shall ensure that the credit card is secured by establishing a Business Office procedure.

The relationship between the district and the credit card company shall be such that the district reserves its right to refuse to pay any claim or portion thereof that supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, no claim shall be paid unless an itemized, signed voucher has been presented and shall have been audited and allowed.

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

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy shall result in revocation of the credit card and discipline of the employee. Each cardholder shall be apprised of the procedures governing the use of credit cards, including this policy.

Users are to take proper care of the credit cards and take all reasonable precautions against damage, loss, theft and that any damage, loss, or theft shall be reported to the Business Office and appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

Use of Credit Cards (Continued)

The Purchasing Agent shall periodically, but no less than twice a year, monitor the use of each credit card and report any problems and/or discrepancies directly to the Superintendent and/or his/her designee.

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