Foley Public Schools Adopted by the Board: 05-13-2019

702.2 USE OF CREDIT/DEBIT CARDS

I. PURPOSE:

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

II. GENERAL STATEMENT OF POLICY:

The Board, therefore, authorizes the use of District credit cards/debit cards. The authorization, handling and use of credit/debit cards have been established to provide a convenient and efficient means to purchase goods and service from vendors. Credit/Debit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit/debit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit/debit card. However, under no circumstances shall credit/debit cards be used for personal purchases or the purchase of tobacco or alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

The Director of Finance and Operations shall develop administrative guidelines that specify those authorized to use credit/debit cards, the types of expenses which can be paid by credit/debit card, and their proper supervision and use. Inappropriate or illegal use of the credit/debit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit/debit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

III. PURCHASE CARD PROGRAM

It is the responsibility of the Director of Finance and Operations to develop a procedures manual and to annually review procedures for compliance with generally accepted best practices.

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