HEWLETT-WOODMERE USFD **Policy 8334**

( ) Required
(X) Local
( ) Notice

USE OF CREDIT CARDS

The Board of Education recognizes that issuance and usage of credit cards must be carefully monitored and controlled. District-issued credit cards shall be used prudently and only for official school business.

The Board of Education permits the use of District credit cards by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of those individuals who will be issued a District credit card will be maintained in the Business Office and reported to the Board each year at its reorganizational meeting in July. All credit cards will be in the name of the School District.

The District shall establish a credit line not to exceed $15,000 for each card issued and an aggregate credit limit of $45,000 for all cards issued to the District.

The Board shall exercise its discretion in selecting and procuring a financial institution to issues credit cards in accordance with its Purchasing policy 6700 and regulations. The Board shall ensure that 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 supersedes any laws, rules, regulations, or policies otherwise applicable. The Board will ensure that no claim shall be paid unless an itemized voucher, approved by the officer whose action gave rise or origin to the claim, has been presented to the Board for audit and approval.

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

Users 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. Failure to take proper care of credit cards 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 the intent of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used.

The Superintendent of Schools, in consultation with the Assistant Superintendent for Business and the District's Purchasing Agent, shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

The Assistant Superintendent for Business shall periodically, but no less than twice a year, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross-ref: 6700, Purchasing
6830, Expense Reimbursement

Ref: Education Law §§1724(1); 2524(1) (itemized, audited, and approved vouchers required)
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)
Opns. St. Compt. No. 79-494
Opns. St. Compt. No. 78-897 (gas credit cards)

Amended: 3/19/25, 8/20/25

HEWLETT-WOODMERE PUBLIC SCHOOLS

8334-R

USE OF CREDIT CARDS REGULATIONS

The Board of Education recognizes that issuance and usage of credit cards must be carefully monitored and controlled. District issued credit cards shall be used prudently and only for official school business.

Two categories of credit cards are permitted: gas station cards and general purpose cards. Debit cards are not permitted.

1. Gas station credit cards have been issued as noted:

   Sunoco Fleet Fuel Card Program
   One Sunoco credit card is assigned to each District-owned maintenance and grounds vehicle and security vehicle to be used for fueling. Credit cards are also used to pay for gasoline-powered equipment. Each employee authorized to use such credit card is issued an individual PIN.

   Count as of January 2025:
   Maintenance, Grounds, Security, Facilities Vehicles = 15

   The office of the Director of Facilities, Operations and Safety shall monitor and maintain records of all gas station credit card usage.

2. Two Lowes Home Center Cards are issued to the Maintenance Department.

3. General purpose credit cards are presently issued to the Board of Education, Assistant Superintendent for Business and the School Business Administrator.

Adopted: 4/20/05
Amended: 6/13/12, 3/19/25, 8/20/25