

Policy

FISCAL MANAGEMENT

4702

USE OF DISTRICT CREDIT CARD

I. Authorized Credit Account

A. The Board of Education (the Board) authorizes the maintenance of one (1) revolving credit account in the name of the Waterville Central School District (the District), with an annual credit line maximum not to exceed \$5,000.

1. The use of a debit card in the name of the District is not authorized.

B. Only expenses directly related to the conduct of District business may be charged to the District's credit card. Use of the District credit card for any other purpose will be a ground for disciplinary action.

II. Accountability

A. The Superintendent is the sole authorized signer with respect to the District credit card account.

B. Any expense paid with the credit card shall be documented by both a vendor receipt, describing in reasonable detail the good or service received, and a credit card receipt. In the case of an online purchase, a confirmation or receipt must be printed at the time of purchase and provided to the Business Office.

C. When not being used for official business, the District credit card will be secured in the District safe.

Waterville Central School District

Adopted: 05/09/06

Revised: 12/14/10, 09/25/12, 11/18/14, 02/13/24