

Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, Maryland 20678

**Policy Statement #1700 (Administration) of the Board of Education  
Regarding Authorized Credit Card Use**

I. Purpose

- A. To provide processes for the appropriate acquisition and use of credit cards by authorized staff and to establish systems for the identification, verification, coding and payment of credit card charges in support of the operations of Calvert County Public Schools.

II. Policy Statement

- A. The Board of Education acknowledges its fiscal responsibility to ensure that public funds are used for appropriate educational and operational purposes and in alignment with the approved Calvert County Public Schools' budgets. To that end, the Board of Education mandates a controlled system of accountability governing the use of credit cards which addresses distribution of credit cards based on operational necessity, training of users in the appropriate uses of the credit cards, verification of the appropriateness of all credit card expenditures and a formal reporting system.

III. Definitions

- A. For purposes of this policy, the following definitions apply:

1. Credit Card

- a. "Credit card" means any authorized payment card or account that enables the purchase of goods or services and results in a charge billed to Calvert County Public Schools, regardless of the issuing financial institution or vendor.
- b. The term "Credit Card" includes, but is not limited to:
  - 1) A payment card issued by a financial institution;
  - 2) Purchasing cards (P-Cards);
  - 3) Fuel Cards;
  - 4) Store or vendor issued cards or Charge Accounts; and
  - 5) Any similar payment instrument authorized by the Superintendent or designee for Calvert County Public Schools' business purposes.

2. Cardholder

Administration 1700

Adopted: 2/22/2007

Revised: 3/11/10; 3/06/14; 3/8/18; 4/21/22; 5/7/26

Reviewed without any changes:

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- a. A Calvert County Public Schools employee or official who has been formally authorized to receive and use a Credit Card in accordance with this policy and administrative procedures.

3. Authorized Use

- a. Use of a credit card solely for legitimate business expenditures that are approved, budgeted, properly documented and consistent with the Board of Education's policies and procedures.

IV. Permitted Use

- A. Credit cards may be used only for legitimate business expenditures of Calvert County Public Schools that:
  - 1. are directly related to official programs or operations;
  - 2. are reasonable, necessary, and cost-effective;
  - 3. are consistent with the adopted budget; and
  - 4. cannot be efficiently processed through standard purchasing methods.
- B. The use of the credit card is not intended to circumvent the Board of Education's policy on purchasing. The credit card may only be used for Calvert County Public Schools' expenditures.
- C. Cardholders are personally responsible for safeguarding the card and ensuring proper use.

V. Delegation of Authority

- A. The Superintendent of Schools is directed to develop administrative procedures to implement this policy in accordance with all local policies and local, state and federal laws and regulations and to communicate this policy and accompanying procedures to all relevant parties.

VI. Exceptions

- A. There are no exceptions to this policy. However, the Board of Education, by majority vote may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of Education of its obligation to comply with the pertinent local, state and federal laws and regulations or the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.

VII. Review

- A. This policy will be reviewed at the end of four years, or sooner, if approved by majority vote of the Board of Education in public session.

VIII. Effective Date

- A. This policy is effective May 7, 2026.

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Citations

State Law: Sections 4-101, 4-108, 5-101, 5-105(a), and 5-109 of the Education Article of the Annotated Code of Maryland

State Reg.: COMAR13A.02.07

Federal Law:

Adm. Reg.:

Neg. Agr.:

Other Citation:

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