CREDIT CARDS

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the District through the use of credit cards under the supervision of the Treasurer. However, credit cards are not to be used to circumvent the general purchasing procedures required by State law and Board policies.

The Board authorizes the Treasurer to review available credit card accounts to determine which account and account provider best meets the needs of the District. The Treasurer will determine how many accounts, cards and checks are to be issued, and establish a process for credit card reissuance or cancellation.

1. The District name must appear on each card and/or check associated with the credit card account. The maximum credit card account limit is $ 200,000 The Treasurer provides an annual report to the Board detailing all rewards received based on use of the credit card account.

2. All credit cards issued to and in the name of the District are held and supervised by the Treasurer and used only for purposes authorized by this policy. The Treasurer establishes a system for cards to be signed out for use by an authorized user.

3. Credit cards may only be used by the following individuals: administrators, teachers., secretaries, coaches, and activity advisors who have successfully completed the Credit Cards policy training.
4. Credit cards may be used for District-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the Board and staff. Such expenses are subject to the reimbursement limits established by the Board.

5. With prior approval of the Treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.

6. Gratuities are permissible only when card use is for group purchases and the tip is automatically added to the bill.

7. All credit card statements are sent directly to the Treasurer's office. The Treasurer keeps a record of all credit card use.

8. Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within two business days upon completion of approved use. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the

meeting. Failure to turn in receipts and appropriate form(s) to the Treasurer within the required timeframe may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases. Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee.

9. All authorized users must immediately report loss or theft of the District credit card to the Treasurer who will immediately contact the credit card issuer.

   The Board recognizes that credit cards convenience fees assessed by vendors or service providers may be unavoidable and recognizes these as a normal cost of business. When feasible, alternative payment methods that do not include such convenience fees should be utilized to minimize costs. The Board directs the Treasurer to establish policies and procedures clearly outlining the following:

   1. situations where convenience fees are justified due to operational necessity, efficiency or timing considerations:
   2. circumstances where alternative payment methods should be required or prioritized and
   3. thresholds, approvals, or documentation required incurring before incurring and paying such fees.

The use of the credit card for the following items is considered unauthorized use and classified as credit card misuse:

1. expenditures not specifically authorized by this policy;

2. purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a District business function;

3. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;

4. alcoholic beverages or tobacco;

5. fuel for use in a personal vehicle;

6. entertainment expenses, including pay-per-view movie charges and/or

7. cash advances.

Persons using a credit card for personal, nonauthorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Misuse of the credit card is subject to

disciplinary procedures, including termination. An employee or officer of the Board who knowingly misuses a District credit card account also is in violation of State criminal law.

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July 15, 2026

Ohio Revised Code

ORC 2913.21	Misuse of credit cards
ORC 3313.311	Policies for use of credit card accounts
ORC 9.21	Policies regarding political subdivisions that hold credit card accounts
ORC 9.22	Use of debit card accounts

Cross References

Code

DJ	Purchasing
DLC	Expense Reimbursements
DLC	Expense Reimbursements
GCL	Certified Staff Development Opportunities
GDL	Classified Staff Development Opportunities