

2022

5321

Non-Instructional/Business

Operations

SUBJECT: DISTRICT CREDIT CARD USE

The District may issue a credit card or cards in its name for the use of its officers and designated employees for authorized, reimbursable, school business related expenses. The maximum credit limit on each card will be as designated by the Board. However, authorized personnel must submit purchase orders for those school business related expenses, such as tuition charges for attendance at conferences, travel expenses, and lodging, where costs may be fairly and accurately estimated prior to the actual incurring of expenses.

Only those officers and District personnel designated by the Board will be authorized for the use of a District credit card.

Expenses incurred on each credit card will be paid in such a manner as to avoid interest charges. The credit card(s) will be locked in a secure place in the Superintendent's Office.

This credit card will only be for those purchases of goods and services that require a credit card and do not accept other payment methods. Any other reason for credit card use must be approved by the Superintendent or Assistant Superintendent for Business, prior to use.

Any individual who makes an unauthorized purchase with a School District credit card shall be required to reimburse the School District for the purchase and may have the credit card suspended or revoked.