

CREDIT CARDS

POLICY

It is recognized that specific District employees will be issued a District credit card to assist with job responsibilities.

The District will establish a credit line not to exceed \$5,000 for each specific employee. District issued credit cards must be used prudently and only for official school business. Individuals authorized to use a District credit card will agree in writing to accept financial responsibility for any inappropriate usage by that individual. Itemized receipts should be obtained to provide evidence that expenses are prudent and proper. If a receipt is for meals, those in attendance and the purpose of the meeting must be provided. For other expenses, the reason for the cost incurred must be provided.

Each month, all statements for the District issued credit cards will be reviewed by the Superintendent of Schools and the Board of Education.

The following positions, or his/her designee, are authorized to use a District issued credit card:

Superintendent
Director of Finance
Supervisor Buildings and Grounds
Senior Maintainer

BOARD OF EDUCATION:

First Reading: December 13, 2007

Adopted: January 24, 2008

Revised: May 24, 2017