

POLICY

2016

5520

1 of 2

Non-Instructional/
Business Operations

SUBJECT: CREDIT CARD USE

The Board of Education recognizes that credit cards, procurement cards and charge accounts (credit) may be necessary for the conduct of district business and may provide certain efficiencies that are in the district's interests. To that end, the Board of Education authorizes the acquisition and use of credit card(s) in its name consistent with this policy.

The maximum credit limit on each card shall be designated by the Purchasing Agent and Superintendent. Only those officials and employees designated by the Purchasing Agent and Superintendent shall be authorized to use district credit cards. The Purchasing Agent and Superintendent shall determine which officials and employees are entitled to use credit cards and shall maintain a list of those individuals. Designated officials and employees shall promptly return the credit card(s) to the Purchasing Agent after their need for use has concluded.

Credit cards may be used by designated employees for actual and necessary expenses incurred in the performance of work-related duties for the district. Care is to be taken to ensure that credit is not used in a manner that is inconsistent with this policy, the district's procurement policy and related administrative regulations and is used only for appropriate and authorized purposes. Any other reason for credit card use must be approved by the Superintendent of Schools prior to use.

Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges. All receipts for transactions paid with the credit card are to be returned to the Purchasing Agent with the credit card. Receipts are to be itemized. Taxable expenses will be the responsibility of the officer or employee should the district tax exempt form(s) not be utilized at the time of purchase.

Employees may be authorized to use personal credit cards and submit claims for reimbursement consistent with the procurement policy and related administrative regulations. District officials and employees are never permitted to make personal charges using district credit cards. The use of a credit card is for administrative convenience. Credit cards are not to be used to avoid compliance with this policy, the procurement policy and related administrative regulations, or applicable laws.

Each authorized user shall sign a receipt for all cards placed in his/her custody and he/she shall take the necessary precautions to ensure the safety of these cards. Theft or loss of any card(s) must be reported by the officer/employee to the credit card company and district office immediately.

Credit card expenditures will be charged to appropriate budget codes and original receipts with required documentation must be forwarded to the Business Office for all charges.

(Continued)

POLICY

2016

5520

2 of 2

Non-Instructional/
Business Operations

SUBJECT: CREDIT CARD USE (Cont'd)

Any individual who makes unauthorized purchases with the District credit card or fails to submit original itemized receipts for charges on same shall be required to reimburse the District for the purchase, and may be subject to discipline in accordance with applicable laws, Board Policy and collective bargaining agreements.

Adopted: 8/11/2008

Revised: 9/26/2016