

SUBJECT: DISTRICT CREDIT CARD USE

The School District will issue credit cards in its name to be used by the Purchasing Agent, officers and designated employees for authorized expenses. Authorized employees must submit approved requisitions (estimates are acceptable) for those related expenses, prior to the use of the credit card.

The 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 the School Business Administrator, prior to use.

Expenses incurred on each credit card will be paid in such a manner as to avoid interest charges. The credit cards will be locked in a secure place in the finance office. The School Business Administrator and Purchasing Agent will maintain a list of all authorized credit cards and each card must be signed out, witnessed and signed back in on the authorization form. Receipts for purchases along with the returned card must be given back to the finance office for processing for payment. Yearly sign outs for specific cards to authorized employees require the Superintendent's initials or signature.

Any individual who makes an unauthorized purchase with a School District credit card will be required to reimburse the School District for the purchase.