

### **3326.3 BOARD OF EDUCATION CREDIT CARD**

A credit card will be issued only in the name of Salisbury Central School with the Principal as the primary cardholder. The credit card will be under the sole supervision of the Principal, and only expenditures to conduct business associated with the school will be authorized by the Principal. The Salisbury Central School credit card shall be used for school business only, not for any personal business. If the Salisbury Central School credit card is used for personal business disciplinary action, which may include termination, will be taken.

The Principal, in consultation with the Board of Education, will define and put in place an appropriate credit limit on any credit card.

Immediately subsequent to the use of the credit card, the card will be returned to the Principal with a fully itemized statement of expenses. The card user will pay any charges against the credit card not authorized, not properly identified on the statement of expenses, or disallowed following an internal or external audit.

An employee will not use the credit card if any of his/her disallowed charges are outstanding. The Principal has the unlimited authority to terminate the use of the credit card by any employee if there is any suspicion that the use of the credit card is being abused in any manner.

Legal Reference: Connecticut General Statutes  
10-248 Payment of school expenses.

Adopted by the Salisbury Board of Education: February 24, 2020