

DISTRICT CREDIT CARD POLICY

The district may obtain credit cards for use by the superintendent or business manager to pay for reasonable and necessary expenses incurred in the performance of work-related duties and to purchase goods for the District. The credit cards shall be used solely for the conducting of business on behalf of the School District and shall not be used for personal use or for non-district related matters.

On an annual basis, the School Board shall review and make a determination relative to authorizing the continued use of the credit cards. The School Board's approval shall be required in advance for any new credit card application.

The Superintendent shall maintain control of all credit cards and no employee shall use the cards without the approval of the Superintendent. The District business manager shall maintain a control list identifying each credit card.

As soon as is reasonably possible, the original credit card receipt and itemized sales slip shall be provided to the District business manager who shall keep them as part of the District's financial records. The credit card may not be used for cash advances.

Payment for credit card purchases shall be made on or before the balance due date. No late or over the limit charges shall be incurred.

Final responsibility for use of District issued credit cards rests with the individual to whom the card is entrusted. Any unauthorized use of a credit card may result in termination and a referral to the proper authorities for criminal prosecution.

Approved: September 17, 2003