

POLICY

Non-Instructional/
Business Operations

5321
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Adopted 2.22.2016

SUBJECT: USE OF THE DISTRICT CREDIT CARD

The School District may issue a credit card or cards in its name for the use of its officers and employees for authorized, reimbursable, school business related expenses. The use of credit cards is not intended to circumvent the District's policy on purchasing. All employees must receive verbal authorization from the purchasing agent to use the credit card and must obtain purchase orders for those school business related expenses, such as tuition charges for attendance at conference, travel expenses, and lodging, where costs may be fairly and accurately estimated prior to the actual incurring of expenses.

Users, including bus drivers, must submit detailed documentation, including itemized receipts for commodities, services, travel and/or actual and necessary expenses which have been incurred in connection with school related business for which the credit card has been used.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employees.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability. Credit cards shall be locked in a secure location when not in use.

Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges.

The Claims Auditor shall periodically, but no less than twice a year, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

The Superintendent of Schools, in consultation with the District's purchasing agent, shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

Adoption Date: 2/22/2016