

9.13 Use of Credit Cards

The Board of Education recognizes the value of an efficient method of payment and record keeping for certain expenses.

The Board, therefore, authorizes all employees to be able to use District credit cards as long as the purchase is accompanied by a valid purchase order (Superintendent and Treasurer's approvals). Credit cards may only be used for items deemed to be proper public purpose. Any purchases not included on the purchase order or deemed to be not proper public purpose will be considered misuse of the credit card. After use of the credit card, the employee will turn in itemized receipts to the Treasurer's office; failure to turn in itemized receipts or misuse of the credit card will result in the employee personally paying for the purchase.

Gratuities are permissible for individual and group staff members while using the card for any meals during professional leave and other school business.

The credit cards will be maintained by the Treasurer and employees must sign out the credit cards from the Treasurer. The Treasurer will keep a record of all credit card use and presentation instruments related to the account including cards and checks. The cards must be returned to the Treasurer once the purchase is completed or no later than 3 days from signing out the card.

The Treasurer will request new credit cards and cancel old credit cards. If a credit card is lost or stolen, that must be reported to the Treasurer immediately and the Treasurer will report such instances to the credit card company. The maximum credit card limit will be \$250,000.00.

Updated 10/19