

**USE OF DISTRICT CREDIT CARD**

The school district may issue a credit card or cards in its discretion for the use of its officers and designated employees for authorized school business related expenses.

Authorized personnel must submit purchase orders for those school business related expenses, such as tuition charges for attendance at a conference, travel expenses and lodging, where costs may be fairly and accurately estimated prior to the actual incurring of expenses.

Only those officers and District personnel designated by the Superintendent of Schools shall be authorized for the use of a District credit card.

Each credit card will have a credit limit of less than \$10,000.

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

The District recognizes that credit cards must be carefully controlled to prevent the possibility of fraud and/or abuse. The Superintendent shall be responsible for developing procedures governing the use and distribution of credit cards among District employees.

Adopted: November 15, 2005

**USE OF DISTRICT CREDIT CARD REGULATION**

Corporate credit cards may be made available to those persons deemed appropriate by the Superintendent. Cardholders will be required to sign an agreement.

Use of the credit card shall be limited to expenses incurred in the performance of the job functions of the cardholder. Cardholders incurring expenses through a credit card shall be responsible for submitting to the District a claim form or purchase order. The cardholder is responsible for obtaining a credit for any sales tax charged. The District will only process payments against the purchase order for which adequate original documentation (cash register receipt and charge slip, shipping invoice, online print screen of order) is provided, and for which expenditures were incurred in accordance with District policy. If adequate original documentation is not provided or sales tax is charged, then the cardholder is responsible to pay for those expenses.

At no time is the cardholder permitted to use their District credit card for a transaction that is personal in nature. However, if the District employee makes use of the school district credit card for other than school district business, the cost for the personal charges, and any other associated expenses, will be paid by the user. Personal charges are to be deducted from the purchase order and payment for these charges is to be made by the cardholder made payable to the credit card company and submitted to the Business Office with all adequate original documentation. The District shall be responsible for making payments to the credit card company net of any personal charges.

Misuse of the credit card will result in revocation of the credit card and, if necessary, appropriate disciplinary action. Liability for misuse of the credit card shall accrue directly to the individual cardholder and not to the District.

Misuse of the school district credit card includes, but is not limited to, the following:

1. Purchasing items strictly for personal use.
2. Failure to reconcile expenses, attach adequate original documentation, attach check for personal charges and sales tax.
3. Allowing someone else to use the school district credit card.

Issued: November 16, 2005