

### **USE OF CREDIT CARDS**

The Board of Education permits the use of District credit cards by authorized school officials to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of those individuals that will be issued a District credit card will be maintained in the Business Office and reported to the Board each year at its reorganization meeting in July. All credit cards will be in the name of the School District.

The District shall establish a credit line not to exceed \$5,000 per credit card.

Credit cards may only be used for legitimate School District business expenditures and within legitimate School District policy limits. The use of credit cards is not intended to circumvent the District's policy on purchasing.

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.

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

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

The Business Official shall periodically monitor the use of each credit card and immediately report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Adopted: June 21, 2006

Reaffirmed: November 6, 2013