

USE OF CREDIT CARDS FOR THE PURCHASE OF GOODS AND SERVICES

The Board of Education does not normally permit the use of general purpose credit cards (VISA, MasterCard, etc.), but may issue special purpose credit cards, such as gasoline cards or vendor commercial account cards to certain school officials for actual and necessary expenses incurred on behalf of the district. A list of those individuals permitted to use a district credit card will be maintained in the Business Office and reported to the Board each year at its annual organizational meeting in July. All special purpose credit cards will be in the name of the school district and under the ultimate control of the District Purchasing Agent.

The Purchasing Agent and Business Official shall establish a credit line not to exceed \$20,000 for each commercial account and an aggregate credit limit of \$75,000 for all credit card accounts maintained by the district.

The use of credit cards is not intended to circumvent the district's policy on purchasing. Credit cards are a means by which a district employee may facilitate an already authorized purchase. The Board will ensure that no claim shall be paid unless an itemized invoice or voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the district claims auditor and shall have been audited and allowed.

Users must take proper care of credit cards in their possession and take all reasonable precautions against damage, loss or theft. Any damage, loss, or theft must be reported immediately to the Transportation Supervisor for fuel credit cards and to the Business Office for all other credit cards. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to appropriate disciplinary action and/or financial liability.

Purchases that are unauthorized, illegal, personal in nature, or violate the intent of this policy or other district policies may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for all fuel purchases which have been incurred in connection with school related business for which the credit card has been used. Credit cards that are issued for temporary use or purchase order specific use are to be returned to the Transportation Supervisor (fuel cards) or Business Office (all other cards) immediately after the purchase transaction has been completed.

The Superintendent of Schools, in consultation with the School Business Official and the District 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.