

SUBJECT: USE OF THE DISTRICT CREDIT CARD(S)

The Board of Education permits the use of District credit cards by certain school officials and employees 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 approved by the Board at its reorganizational meeting in July. The use of District credit cards is not intended to circumvent the District's policy on purchasing. The maximum credit limit on each card shall be as designated by the Board of Education each year. Each of the credit cards will be issued in the name of the District.

Users of District credit cards must take proper care of the credit cards and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be immediately reported 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 and/or discipline.

The only authorized District credit cards are:

- a) A gas credit card to be used by the Transportation Department for the sole purpose of fueling the District's buses and other school vehicles when the route of the employee driver is of such distance that necessitates the vehicle to be fueled outside of the District's gasoline pumps located at the Bus Garage in order to travel back to the District.
- b) A grocery store credit card to be used by the Home and Careers Department (consisting of two (2) teachers, one (1) at the high school and one (1) at the middle school) for the sole purpose of purchasing groceries to be used with students in the classroom.
- c) A building materials credit card to be used by the Maintenance Department for the sole purpose of purchasing items to fix or repair the District's buildings that are needed on an immediate or urgent basis.

The designated employee making a purchase on an authorized District credit card must ensure that any purchase is tax exempt. The employee must submit detailed documentation, including itemized receipts for any actual or necessary expenses which have been incurred in connection with school related business, as set forth and authorized above. The Superintendent of Schools, in accordance with the Assistant Superintendent for Business and Support Services and 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 the cardholder. The Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the Board or claims auditor and shall have been audited and allowed. Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges.

(Continued)

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Any individual who makes an unauthorized purchase with a School District credit card shall be required to reimburse the School District for the purchase and will be subject to appropriate discipline up to and including termination. Additionally, any unauthorized purchase shall be reported to law enforcement officials and the District shall proceed with criminal charges, when appropriate.

The Assistant Superintendent for Business and Support Services 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.