

SCHOOL DISTRICT CREDIT CARDS

The Superintendent or his/her designee is authorized to procure a credit card or cards in the School District's name. These District credit cards may be assigned to the Superintendent, Chief Financial Officer or other individuals specifically approved by both the Superintendent and Chief Financial Officer.

District credit cards shall be used only for:

1. The purchase, under an approved purchase request, of School District equipment, supplies and materials; or
2. For expenses incurred during District approved travel. All travel expenses will be subject to the District's expense reimbursement policy. All charges must be verified with receipts.

Use of the District credit card for personal or private purchases is strictly prohibited.

The Chief Financial Officer will be responsible for supervision of credit card use. The Board of Education authorizes the Superintendent and Chief Financial Officer to develop administrative regulations to govern the use of the District credit cards, as needed.

Credit card purchases will be reviewed quarterly by the Finance and Operations Committee.

Board Approved: 10/09/2012