

USE OF CREDIT CARDS

The Board of Education permits the use of district credit cards (including credit arrangements such as gas credit cards and store credit accounts) by certain school officials to pay for actual and necessary expenses incurred in the performance of work-related duties and to purchase goods for the district. A list of those job titles that will be issued a district credit card will be maintained in the Business Office and reported to the Board each year at its reorganizational meeting in July.

The district shall establish a credit line not to exceed \$ 2,000 for each card issued.

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

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 may result in credit card revocation and discipline of the employee.

The Assistant Superintendent for Business, or designee, shall provide a copy of this policy to each cardholder and inform each cardholder of the procedures governing the use of the credit card.

Cross-ref: 6700, Purchasing
6830, Expense Reimbursement

Ref: Education Law §§1724(1); 2524(1) (itemized, audited, and approved vouchers required)

Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)

Opns. St. Compt. No. 79-494

Opns. St. Compt. No. 78-897 (gas credit cards)

Note: Policy Draft

Adoption date: June 15, 2005

Re-adopted: July 6, 2011