

DISTRICT CREDIT CARD(S)

Introduction and Purpose

The School Board recognizes the value of an efficient method of payment and recordkeeping for expenses. The Board, therefore, authorizes the use of a District credit card(s).

The credit card(s) shall not be used to circumvent the general purchasing procedures established by Board policy. The Board affirms that a credit card(s) shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District shall be paid for by credit card(s). Under no circumstances shall the credit card(s) be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

The Board further directs the District Administrator to determine and specify those employees authorized to use the District credit card(s). The district administrator shall be responsible for giving direction to and supervising such employee's use of the District credit card(s).

Inappropriate or illegal use of the credit card(s) and/or failure to strictly comply with the limitations and requirements set forth in this policy may result in a loss of credit card(s) privileges, disciplinary action up to and including termination, personal responsibility for any and all inappropriate charges including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

Guidelines for Use

1. The credit card(s) will be kept in the District office and/or appropriate building office and used by staff only with the approval of the District Administrator or designee.
2. Authorized district personnel will annually review district purchasing guidelines and policy.
3. The school district credit card(s) may be used for the following purposes:
 - a. Travel expenses and emergencies related to School District professional travel that has been pre-approved by the regular purchase order process. Costs are not to exceed the amounts that would be submitted for reimbursement, and charges are not to include any alcoholic beverages or illegal substances.
 - b. Conference materials that are not anticipated, to take advantage of on-site discounts not otherwise available.
 - c. Purchases for school materials when vendors do not accept purchase orders such as for internet purchases.
 - d. Pre-approved purchases from online services.

4. It is the responsibility of the purchaser to provide follow the District purchasing policy and guidelines in order for the District bookkeeper shall reconcile purchases with the monthly credit card(s) statement.
5. Discounts, premiums, or prizes from the financial institution or from any merchant doing business using the credit card(s) becomes the resource of the District and will be used solely for the District's benefit.

Policy Adopted: December 13, 2010

Revised: November 16, 2015