File: DGD

CREDIT CARD USE POLICY

The business manager, with approval of the superintendent, is authorized to issue credit cards on an as-needed basis to administrators, staff, and school board members. Each credit card so issued shall be for a specific reason and a limited period of time. The available credit line for any card issued under this policy shall not exceed $5,000.00.

A. School credit cards may be used for the following purposes:

   1. Transportation, meals, lodging, and emergency items related to the purpose of school travel, in an amount not to exceed rates established by the school district or approved by the business manager and/or superintendent;

   2. Purchase materials, supplies, or equipment when authorized by the business manager and/or superintendent; or

   3. Emergency purchases for school-related items where there is insufficient time to follow regular procedures for purchase orders, vouchers, or in situations where vendors accept only credit card purchases.

B. Each person issued a credit card under this policy shall sign a Credit Card Issuance Agreement providing that charges made on the credit card may be deducted from the person's salary unless:

   1. The purchase is for a school-related purpose authorized under this policy; and

   2. The person has submitted signed receipts and such other documentation as the business manager and/or superintendent may require prior to the credit card bill being presented to the business manager for payment.

C. The person reconciling the credit card statement will not be the same individual whose statement is being reconciled. In the case of the business manager, the superintendent will review the statement.

D. Any credits earned such as frequent flyer miles or other things of value received as a result of the use of the school district's credit card will be solely for the benefit of the school district.

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