# **WALWORTH POLICY: 673.1**

## **DISTRICT CREDIT CARD**

The Walworth Joint School District will provide a purchasing card program (credit card) to establish a more efficient, cost effective method of purchasing and paying for certain transactions. The use of the District’s credit card is not intended to avoid or bypass District’s purchasing processes or requirements but rather the program should compliment the established purchasing practices. District credit cards will be used for the actual and necessary expenses incurred for reasons of work-related duties or purchases.

The Board will annually review the terms of the issuing bank. The Board will authorize cardholders and lines of credit on an as needed basis. The Board will review and reconcile district credit card statements and purchases/transactions on a monthly basis.

Administrative Regulations are available to provide guidelines to implement this policy.

Walworth Jt. School District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of gender, race, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**LEGAL REFERENCES:** Sections 66.0607 Wisconsin Statutes

118.21(1)

118.24(5)

120.12(1)

120.13(5) and (16)

120.1(6)

Wisconsin Uniform Financial Accounting Requirements (WUFAR)

**CROSS REFERENCE:** Administrative Regulations 673.1 District Credit Card

**POLICY ADOPTION:** April 28, 2014

**POLICY REVISED:**  April 23, 2018