

CREDIT CARDS

The preferred way to make official purchases is through the Purchase Order system. However, there are times when a purchase order is not practical or timely. In cases where a purchase order is not practical or timely, the RSU credit card may be used. Examples of when the RSU credit card may be used include: (a) reserving hotels for official school business, (b) reserving flights for official school business, (c) professional conference registration, (d) online purchases for school materials/supplies, etc.

The RSU credit cards are locked in a secure desk or cabinet in the central office. Use of the credit card requires pre-approval by the Business Manager. The approval must be written (either hard copy or electronic). Approval is required for each individual use. Once the credit card purchase has been made, the receipt or invoice must be submitted to the Business Manager. Individuals who are not compliant with the credit card policy may be denied future use of the credit card.

Adopted: July 11, 2017