

CREDIT CARD USE AND AUTHORIZATION

The Business Manager, with approval of the Superintendent/CEO, is authorized to provide School District credit cards on an as-needed basis by authorized personnel for school related and approved travel and/or purchases. Use of School District credit cards may only be authorized for a specific reason or event and a limited period of time. A written record of all authorized users, the purpose or event for which use was authorized, and a return date shall be kept by the Business Manager. The available credit line for any card issued under this policy shall not exceed Five Thousand Dollars (\$5,000.00) and One Hundred Thousand Dollars (\$100,000.00) credit line for an accounts payable card held in the possession of the Business Manager. School District credit cards may be used for the following purposes:

1. Travel-related expenses:
 - a. Fuel, oil, and repairs for school vehicles;
 - b. Meals/lodging: The amount shall not exceed rates pre-approved by the District as part of the purchase/travel request process or Board policy; and
 - c. Emergency items related to the purpose of the travel.
2. Other usage:
 - a. For purchase of materials, supplies, equipment or utilities when authorized by the Business Manager.

Prior to authorizing the use of School District credit cards, the Business Manager shall require the user to sign a credit card use agreement authorizing the School District to deduct or withhold the amount of any and all charges to the credit card from the user's pay unless:

- a. The charge is for a school-related purpose authorized under this policy; and
- b. The person has submitted signed receipts and such other documentation as the Business Manager may require prior to the credit card statement being received by the Business Manager for payment.
- c. The purchase is compliant with Purchasing Policy DJ and Purchasing Procedures.

The credit card use agreement must be signed and completed prior to any use of the School District credit card. Any use of the School District's credit card prior to or without completing the credit card use agreement shall be considered unauthorized and may subject the user to discipline, including dismissal, and criminal charges.

The Business Manager shall reconcile all credit card statements unless the Business Manager was an authorized user for the period of time covered by the statement. In such cases, some person other than the Business Manager shall reconcile the credit card statement.

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

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(New Policy)

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