

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: DGD</b>
	<b>POLICIES AND REGULATIONS</b>	

## **CREDIT CARD USE**

For School District purchases, the School Board authorizes the use of credit cards. The Director of Finance, or designee, is responsible for the authorization and control of the use of credit cards, subject to final Board approval of payments.

The Board has the authority to revoke use of any credit card if use becomes other than for which it was originally intended. If the Board revokes use of the card, the card shall be surrendered to the Director of Finance or designee. However, in the event the employee is the Director of Finance, then the card shall be surrendered to the Superintendent.

**ADOPTED:** August 27, 2001  
**REVISED:** November 14, 2005  
**REVISED:** July 24, 2006  
**REVISED:** November 8, 2010  
**REVIEWED:** November 24, 2014  
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