

## Auxiliary Services

Series 700

Policy Title: Credit Card

Code No: 725

### I. PURPOSE

Using a School District credit card will allow the District more flexibility in purchasing and create possible efficiencies within the District.

### II. RECONCILIATION

To meet State and District payment policies, it is required that all original itemized receipts must be submitted for all purchases using the credit card. The District will be responsible for proper payment on a monthly basis.

### III. CARDHOLDER

Only individuals that are deemed necessary shall be permitted to have a School District credit card. The three people designated, at this time, are the Business Manager, Activities Director, and the Superintendent.

### IV. PURCHASES

The items purchased on the credit card should be appropriate school related expenses (i.e. fuel, lodging, conference registration/travel expenses, supplies, etc.)

### V. AUTHORIZATION

The Board of Education authorizes the business office officials (business manager, activities director, and superintendent) to execute the credit card use on behalf of the Board of Education.

#### REMINDERS:

- \* Exercise good judgment
- \* Retain receipts and accurate records of purchases
- \* You are spending District/public funds – be mindful
- \* This card is not to be used for any personal spending matters

Date of Adoption:

Date Revised:

Authority for Policy:

April 27, 2017

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Board of Education