

SCHOOL DISTRICT CREDIT CARDS

The Superintendent or his/her designee is authorized to procure a credit card or cards in the School District's name. Any district credit card will be under the sole supervision of the Superintendent or the Business Administrator.

Use of a district credit card shall be used only for the purchase of School District equipment, supplies and materials. Purchase shall be for items authorized by the adopted school district budget. Use of the district credit card for personal or private purchases is strictly prohibited.

The School Board authorizes the Superintendent to develop administrative regulations to govern the use of the district credit cards as needed.

All charges must be verified with receipts.

All credit card purchases will be included in manifest reports received by the School Board.

New Sample Policy:	September, 2011
First Reading:	January 15, 2014
Second Reading & Approval:	March 5, 2014