

CREDIT CARD AND PURCHASE CARD USE

The District is committed to using its financial resources wisely. The Board recognizes that credit cards and purchase cards may provide school employees with a convenient payment option, particularly in emergency situations, and may also improve business office efficiency.

The Board authorizes the use of credit card or purchasing cards for official district purchases and acquisitions. It shall be the responsibility of the Business Manager to authorize and control the use of credit and purchasing cards, subject to the Board's final approval of payments.

To ensure the proper use of district-issued credit and purchase cards, the Business Manager shall develop appropriate administrative regulations to accompany this policy. The regulations shall include, but are not limited, to:

1. Procedures for the issuance, return and revocation of district-issued credit or purchase cards, including consequences for individuals who make unauthorized purchases;
2. Guidelines that establish acceptable purchases, including procedures to ensure purchases made at unapproved merchants are disallowed or blocked;
3. Appropriate single-purchase and monthly spending limits;
4. Procedures for making phone, fax or internet purchases;
5. Procedures that ensure all cardholders understand the district's credit and purchase card use policies;
6. Procedures designed to comply with district financial audits, including any required documentation of original receipts;
7. Controls to provide for the periodic review and reconciliation of credit and purchase card statements, including procedures that ensure purchases by employees are reviewed by someone other than the cardholder.

Any cardholder benefits or revenue generated from the use of district-issued credit or purchase cards shall be for the exclusive use of the district.