

USE OF CREDIT CARDS

The Board of Education recognizes the value of an efficient and effective method for the payment of and the record keeping for certain expenses. The possession of district credit cards shall be restricted to the Superintendent, Treasurer, and the Director of Business and Operations.

The Board of Education authorizes the Treasurer to oversee the use of district credit cards accompanied by valid purchase orders and/or receipts. District credit cards may not be used for such things as tips, alcohol, entertainment, room service charges, or other personal items or services. Moreover, personal gain from the use of district credit cards, such as bonus points or frequent flyer miles, is strictly prohibited.

The Treasurer is authorized to develop guidelines and procedures that provide for the proper supervision and use of district credit cards and the types of expenses that can be paid with district credit cards.