

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 Board of Education, therefore, authorizes 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 alcohol, tobacco, personal purchases, entertainment, or room service charges. Gratuities are permissible only up to 15% of the bill unless the tip is automatically included as part of the bill.

The Treasurer is authorized to develop guidelines and procedures that provide for the proper supervision and use of District credit cards, and that specify those individuals authorized to use District credit cards and the types of expenses that can be paid with District credit cards. Abuse of the credit card will subject the employee to disciplinary procedures, up to and including termination.