

USE OF THE DISTRICT CREDIT CARD

The District will issue a credit card in its name to the Superintendent for the use of its officers and designated employees for authorized expenses. However, authorized personnel must submit purchase orders for those related expenses, prior to the use of the credit card, except in cases of emergencies, for which, prior Superintendent approval must be obtained.

This credit card will only be for those purchases of goods and services that require a credit card and do not accept other payment methods. Any other reason for credit card use must be approved by the assistant Superintendent for Business, prior to use.

Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges. The credit cards shall be locked in a secure place in the Purchasing Office.

Any individual who makes an unauthorized purchase with a District credit card shall be required to reimburse the District for the purchase.

Adoption Date May 13, 2014