

Non-Instructional/Business
Operations

Mount Pleasant Cottage School Union Free School District

SUBJECT: USE OF THE DISTRICT CREDIT CARD

The District, on occasion, for convenience uses vendors who do not extend credit to customers except via store credit card. At those times, products or services must be paid with a credit card if the District needs to use those vendors.

As of this date, the District has one (1) credit card for each of the following commercial organizations:

- a) Home Depot
- b) Shoprite
- c) Staples
- d) Visa

When these cards are not in use, the "home" of these cards is the District Office. These cards are to be used only by those who have received approval. All must complete a detailed requisition for the required products or services, procure the approvals of the Building Principal (if appropriate), the Assistant Superintendent of Curriculum and Instruction, the Chief Financial Officer and the Superintendent.

Each expenditure created by the use of a credit card must have: An original credit card receipt

AND

A detailed listing of what products or services were purchased. In the case of off-site meetings, all attendees must be listed, as well as a brief summary of what District business was discussed.

Once the purchase has been made, the credit card must be returned to the District Office.

New Credit Cards

New credit cards will be sought only after a compelling business purpose is presented as part of the actual request for new credit cards. For new credit cards to be issued there must be the written approval of the Chief Financial Officer and the Superintendent. The application process will be managed by the Business Office.

Adopted: 9/23/13