SCHOOL CREDIT CARDS

A. The following persons are authorized to possess and use Ingham Intermediate School District credit cards:

1. Superintendent
2. Deputy Superintendent

B. The superintendent may approve the issuance of district credit cards to other employees on either an annual or temporary basis. The basis criterion for issuing a credit card will be the employee’s need to use one on district business.

C. School district credit cards will not be used to circumvent established purchasing policies and shall only be used for official business of the district.

D. Credit card invoices for each cardholder shall come directly to the business office and be reconciled monthly.

E. The superintendent and/or his/her designee shall develop, implement and be responsible for an appropriate administrative regulation which meets the dictates of this policy and the appropriate law.

LEGAL CITATION: P.A. 266 of 1995

POLICY

Adopted: February 18, 1986
Amended: December 20, 1994
      May 7, 1996
      June 19, 2001