SCHOOL CREDIT CARDS

A. The use of school district credit cards is limited to expenses on school business. Holders of credit cards are required to:

1. Sign an agreement with the district acknowledging these terms and assuming liability for all unauthorized expenses charged to the district as a prerequisite to receiving a card,

2. Use the card only for budgeted expenditures,

3. Submit a monthly accounting and authorized payment of credit card invoices as billed, and

4. Make restitution, with a written explanation, to the district for all personal charges with the monthly accounting. Such restitution shall be made in the form of a check in favor of the payee of the credit card account (e.g., a bank).

B. The overall accounting, monitoring, retrieval, and overseeing the compliance of the use of credit cards shall rest with the director of finance, including but not limited to the following:

1. Ensure that users of credit cards document accurate detailing of the goods or services purchased the cost of the goods or services, the date of the purchase, and the official business for which the card was used.

2. Develop and/or oversee a system of internal accounting to monitor the use of credit cards.

3. Develop and/or oversee a system that ensures the approval of credit card purchases before payment.

4. Ensure that all credit card invoices are paid within 60 days of the initial statement date.
C. All staff issued credit cards are subject to the following conditions:

1. They are responsible for the credit card's protection and custody and shall immediately notify the director of accounting if the card is lost or stolen.

2. Upon termination of employment, they shall immediately turn his/her credit card into the human resources department.

3. Violation of a provision of this policy or administration regulation shall subject the staff member to disciplinary action as determined by the superintendent.

D. If the superintendent violates a provision of this policy, he/she shall be subject to disciplinary action as determined by the Board.

ADMINISTRATIVE REGULATION

Approved: February 18, 1986
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