

USE OF THE DISTRICT CREDIT CARD

The School District may issue a credit card or cards in its name for the use of its Superintendent, Business Manager/Administrator and other designated personnel for authorized, reimbursable, school related business expenses. The maximum credit limit on each card shall be designated by the Board of Education. However, authorized personnel must submit purchase orders or other approved documentation, such as conference application forms for NYSSBA, the NYS Reading Council, for those school business related expenses, such as tuition charges for attendance at conferences, travel expenses, and lodging, where costs may be fairly and accurately estimated prior to the actual incurring of expenses **OR** provide itemized statements of purchases when these purchases have had prior approval and the exact cost of same is not accurately know prior to purchase (automotive parts, miscellaneous custodial repair materials).

Only the Superintendent, Business Manager/Administrator and other personnel designated by the Board of Education shall be authorized for the use of the District credit card. All individuals in possession of a district credit card must have completed the required information on the CREDIT CARD USE LOG, a copy of which is at the end of this policy.

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

Any individual who makes an unauthorized purchase with a District credit card shall be required to reimburse the School District for the purchase and for any interest accrued on said purchase **and** be subject to possible disciplinary action up to dismissal.

CREDIT CARD USE LOG

| CARD NUMBER | USER'S NAME (IN PRINT) | USER'S SIGNATURE | DATE OUT | DATE IN |
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