

Policy Title:

*Credit Card Use*

Code No. **804.1**

The superintendent or designee is authorized to enter into an agreement with a financial institution for the use of district credit cards. Use of credit cards shall be limited to expenditures necessary to conduct district business.

The superintendent or designee designates employees authorized to use district credit cards for purchase of appropriate goods and services for district purpose. The superintendent (or designee) shall be responsible for establishing administrative procedures that, at a minimum, address the following:

1. Which employees are authorized to use district credit cards
2. What types of good and services each employee is authorized to purchase with a district credit card
3. The maximum amount of any single transaction for each authorized employee
4. The maximum amount of purchase for a monthly billing cycle for each authorized employee.

District credit card users must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt shall make the employee responsible for expenses incurred. Those expenses are reimbursed to the school district no later than ten working days following use of the school district's credit card. In exceptional circumstances, the superintendent or board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim. Unauthorized use of a district credit card shall be grounds for disciplinary action including termination of employment.

It is the responsibility of the superintendent or designee to determine whether the school district credit card use is for appropriate school business. It is the responsibility of the board to determine through the audit and approval process of the board whether the school district credit card used by the superintendent and the board is for appropriate school business.

**Date of Adoption:** January 9, 1995

**Date of Revision:** November 27, 2000  
November 25, 2002  
July 19, 2010  
May 14, 2012  
July 8, 2019