

ADMINISTRATIVE PROCEDURE FOR USE OF SCHOOL CREDIT CARDS

The following procedure will be followed when using school credit cards:

1. Cards will be issued by the Business Manager and must be turned back in immediately after use or on the day the staff member returns to the district.
2. A list containing the names of individuals obtaining cards and the date of checking out and checking in will be kept.
3. Individuals using the cards must present a copy of all card purchases to the Business Manager for payment within three (3) days of use of card or individual's return to the district. Failure to do so may result in loss of credit card privileges.
4. These receipts must match statement information provided by the credit card company.
5. Unauthorized or unverified purchases will be the responsibility of the individual to whom the card has been checked out.
6. Loss of cards must be reported immediately to the Business Manager, Transportation Director or Superintendent. Failure to report lost cards would result in the user being responsible for payments based upon the determination of the Board.

Adopted: 11/12/84

Revised: 8/9/10