

SUBJECT: DISTRICT CREDIT CARD USE

The District will issue a credit card in its name to the purchasing agent for the use of its officers and designated employees for authorized expenses. However, authorized personnel must submit purchase orders for those school business related expenses, prior to the use of the credit card.

This credit card will only be for those purchases of goods and services that require a credit card and do not accept other payment methods. Any other reason for credit card use must be approved by the business administrator prior to use.

Expenses incurred on each credit card will be paid in such a manner as to avoid interest charges.

The credit cards will be locked in a secure place in the purchasing office.

Any individual who makes an unauthorized purchase with a district credit card will be required to reimburse the District for the purchase.