

SUBJECT: USE OF THE DISTRICT CREDIT CARD

It will be the policy of the Board to encourage the safety of the District credit card(s) and to enforce proper and prudent rules in connection with their use, per Education Law and all applicable regulations of the State of New York. The School District has adopted the following procedures:

It will be the duty of the Purchasing Agent to have custody of all credit cards and maintain them in a secure location with limited access.

Each officer or employee will sign out all cards placed in his or her custody and he or she will take the necessary precautions to ensure the safety of these cards.

Upon return from travel, each officer or employee must promptly return District credit cards to the Purchasing Agent, with all detailed receipts of any purchases made. Theft or loss of any card(s) must be reported by the officer or employee to the Credit Card Company and District Office immediately.

District employees, directors, administrators, and Board members may receive authorization from the Superintendent of Schools or Assistant Superintendent for Business.

District credit cards are to be used for pre-approved reimbursable travel expenses, such as hotel accommodations, car rental, transportation, and meals (exclusive of alcoholic beverages). It may also be used for those purchases of goods and services that require a credit card and do not accept other payment methods.

Using District credit cards for purchases such as: books, computer equipment, material and supplies, requires a purchase order signed by the Purchasing Agent. This gives proper authorization for credit card use.

Credit card expenditures will be charged to appropriate budget codes and original receipts must be forwarded to the Business Office for all charges. Failure to submit original receipts for charges made will result in the officer or employee being held personally liable for the undocumented charges.

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

District credit cards will also be used for the purchase of items in an emergency or crisis situation or as otherwise deemed appropriate by the Superintendent of Schools or Assistant Superintendent for Business or designee.

The maximum credit limit on the District credit card will be forty thousand dollars (\$40,000).