

USE OF CREDIT CARDS

The Board of Education permits the use of one district major credit card (e.g. Visa or MasterCard) by the Purchasing Agent for actual and necessary expenses incurred in the performance of work-related duties for the district. In addition, the Business Office is permitted to keep company credit cards that designated employees may sign out for the purpose of purchasing items on an approved purchase order (e.g. Lowes, Sears or Home Depot). Employees may only use the card for the stated purpose and must return the card promptly to the Business Office. A list of all district credit cards will be maintained in the Business Office and reported to the Board each year at its reorganization meeting in July. All credit cards will be in the name of the school district.

The District shall establish a credit line not to exceed \$15,000 for the major credit card and a credit limit of \$3,000 for company credit cards.

The Board shall insure that the district credit card is secured through an RFP process and the relationship between the district and the credit card company is such that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations or policies otherwise applicable. In addition, no claim shall be paid unless a voucher itemizing commodities, services, travel, etc. is approved by the Purchasing Agent and audited by the Internal Claims Auditor.

Credit cards may only be used for legitimate school district business expenditures. The use of credit cards is not intended to circumvent the district's policy on purchasing.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

The Assistant Superintendent for Business/School Business Official shall periodically, but no less than twice a year, monitor the use of each credit card and report any serious problems or discrepancies directly to the Superintendent and the Board.

Cross-ref: 6700, Purchasing
6830, Expense Reimbursement

Ref: Education Law §§1724(1); 2524(1) (itemized, audited, and approved vouchers required)
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)
Opns. St. Compt. No. 79-494
Opns. St. Compt. No. 78-897 (gas credit cards)

First Reading: May 9, 2005
Adoption date: June 13, 2005
Amended: October 16, 2006
Amended: April 12, 2010
Amended: July 11, 2011