

CREDIT CARDS

It is the policy of the Gore Board of Education that only the following credit card(s) will be used by designated personnel of this school district:

1. Prosperity Bank Card
2. Arvest Purchasing Card
3. Finish Line Fleet Card
4. Lowe's Card
5. Wal-Mart Card
6. Sam's Club

The superintendent is the only district employee authorized to use or designate the use of the credit card(s).

The use of the credit card(s) by the superintendent will be carefully controlled. All usage of the credit card(s) will require the acquisition of an original invoice from the vendor in addition to the credit card invoice customer copy. Purchases made with the credit card will not be reimbursed without both the original invoice and the customer copy of the credit card invoice. All receipts must be signed, dated, and if used while attended Professional Development or on a school sponsored activity, agenda must be attached.

Employees, with the approval of the superintendent, may use the credit card to register for a workshop or event. However, if an employee fails to attend the event or cancels the registration, the employee shall be required to remit payment to the school district for any cancellation fees or penalties incurred and charged to the school district.

All bills received from oil companies or other credit card companies will be paid in full upon receipt and within the time period provided by the credit card company. The district shall not be responsible for any service charges for late payments unless the board has not met to consider the payment before a due date has occurred.