

## **SCHOOL CREDIT CARD ADMINISTRATIVE REGULATIONS**

In accordance with the policy of the board of education, the following regulations shall apply to the usage of the school credit card:

1. The credit card will be maintained in the superintendent's office. The use of the credit card will be carefully controlled by the superintendent.
2. The superintendent and the superintendent's designee are the only district employees authorized to charge expenditures on the card.
3. Personnel desiring use of the card must obtain approval through the superintendent's office.
4. The card may be checked out from the superintendent's office by the certified employee who is serving as sponsor for a board-approved activity.
5. A card usage log will be maintained in the superintendent's office and will include the following information:
  - A. The signature of the employee checking out the card.
  - B. The activity for which the card is to be used.
  - C. The date the card is checked out.
  - D. The date the card is checked in.
  - E. Verification of receipts turned in for all purchases. Receipts for gasoline purchases must include the license number or vehicle number.
6. Purchases are to be made only by the employee whose signature is recorded on the usage log as checking out the card.
7. Purchases made which are not approved by the board will be reimbursed to the school district within 10 days of notification. Anyone making such purchases may be prohibited from future use of the card.
8. Personal usage of the card is prohibited. No alcohol, personal entertainment, personal items, including consumables, is permitted. Purchase must be for approved, school related items/services.
9. All usage of the credit card 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.
10. 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. Service charges for late payments cannot be paid by the district.