

## **CREDIT CARDS**

The Beals Department School Board permits the use of credit cards by authorized school personnel when District-related travel or purchases of materials, supplies or equipment to be used in the District cannot reasonably be completed using standard purchase order procedures.

School District Credit cards may be made available to school officials who are recommended by the superintendent. The Superintendent may make District credit cards available to school personnel at his/her discretion. The available line of credit available to any authorized user will not exceed \$2,000.

A list of those individuals issued a credit card will be maintained in the Superintendent's Office.

Authorized credit card users must follow the District's purchasing approval process prior to the use of the credit card as a method of payment. The Business Manager and/or Superintendent is to be notified before a credit card purchase is made.

The Superintendent and the Business Manager will ensure that proper accounting measures are in place for the use of District credit cards. The Business Manager is responsible for an internal review of credit card invoices and for monitoring credit card use. The Business Manager will immediately report any serious problems and/or discrepancies directly to the Superintendent and the Board.

District credit cards may only be used for legitimate School District business expenditures. Credit cards may not be used for personal expenses or to circumvent the District's policy on purchasing or its purchasing procedures.

Credit card users shall be responsible for adhering to the following administrative guidelines:

### **Administrative guidelines:**

1. The Superintendent will assign use of credit card based on administrative needs.
2. Use of the school district credit card is for school district business only.
3. Credit cards will be issued in the administrator's name and the school district.
4. School district credit cards shall not be used for personal expenses. Credit card users will be liable for non-work related purchases and shall be required to reimburse the school district for any personal charges that may be inadvertently charged to the school district credit card within (10) business days of notification of an amount owed. Misuse or inappropriate use of credit cards shall lead to disciplinary action.

5. Credit card users are responsible for all appropriate approval paperwork and for providing detailed receipts for any charges made using the school district credit cards. Documentation shall include itemized receipts for commodities, services, travel, and/or other actual and necessary expenses which may be incurred in connection with school-related business for which the credit card has been used.
6. Credit card users are responsible for the safety and security of the credit card assigned to them.
7. Credit card users are required to sign an acknowledgement and consent agreement regarding their possession of the school district credit card. The form will be kept on file in the Business Office.

DATE ADOPTED: May 03, 2017