

The Board of Trustees permits the use of district credit cards by certain school officials to pay for actual and necessary expenses incurred in the performance of work-related duties for the district.

All credit cards will be in the name of the school district. 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. 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 Superintendent shall monitor monthly the use of each credit card by reviewing credit card expenditures and report any serious problems and/or discrepancies directly to the board.

CREDIT CARD USERS

A list of those individuals that will be issued a district credit card will be maintained in the Business Office and reported to the Board each year at its reorganizational meeting in July. When it is necessary for the district credit card to be used at district office to order supplies, materials, or equipment for a school in the district, a purchase order must be completed beforehand for approval by the superintendent. A list of these transactions will also be maintained in the business office to be reported in the July meeting. Credit card users must take proper care of the credit card 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 the credit card or failure to report damage, loss or theft may subject the employee to financial liability.

Users must submit detailed documentation, including itemized receipts for services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used. Failure to provide a proper receipt can make the employee responsible for expenses incurred.

CREDIT CARD LIMITS

The district shall establish a credit line not to exceed \$19,500.00 for the district credit.

An employee who violates a provision of this policy shall have his/her credit card revoked immediately and shall be subject to disciplinary action as determined by the Superintendent and reported to local law enforcement. If the Superintendent violates a provision of this policy, he/she shall be subject to disciplinary action as determined by the Board and reported to local law enforcement.

ADDITIONAL PROCEDURES

The Superintendent, in consultation with the Business Manager, may establish additional procedures governing the issuance and use of the district credit card that do not contradict any part of this policy. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying procedures shall be given to each cardholder.

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LEGAL REFERENCE:

Legal Reference: I.C. 18-5701
I.C. 18-5703

Misuse of Public Money by Officers
Definitions

ADOPTED: January 13, 1999