

721L CREDIT CARD USE POLICY

I. PURPOSE

School Districts have the authority to make purchases using credit cards issued to the public entity. The statutes authorizing credit card use by public entities restrict the use of credit cards to purchases for the public entity. No personal use of the credit card is permitted.

II. GENERAL STATEMENT OF POLICY

Purchases made with the credit card must be consistent with other state law. Credit card purchases require the retention of the original invoices and slips needed to support the items charged in the billing statement.

III. DEFINITIONS

Credit card obligations will be paid off on a monthly basis.

The following credit card management practices and internal control will be followed:

- No personal use of the New York Mills Public School Credit Cards;
- Only New York Mills Administrators, Supervisors and assigned employees authorized may use a New York Mills Credit Card.
- Credit cards shall only be used for preapproved conference registrations/lodging, and preapproved supplies or equipment;
- Supporting documentation is required to be filed with the voucher;
- No credit card may be authorized to exceed \$5,000 unless acceptance is approved by the superintendent.

Legal References: Minn Stat. 123B.02, subd.23